

**82468**  
**PY'24-25**  
**STAFFING SERVICES AGREEMENT**  
**Altrian, Inc.**

AMENDMENT #1

THIS AMENDMENT #1, hereinafter referred to as the "AMENDMENT", entered into between **Altrian, Inc.** hereinafter referred to as the "CONTRACTOR", and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB", amends the Staffing Services Agreement entered between the parties on **July 1, 2023**. The Staffing Services Agreement and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated July 1, 2023 and expiring **June 30, 2025** to provide recruiting and payroll services in **Miami Dade County**.

**Article 1, Effective Term**, is deleted in its entirety and replaced with the following language:

This agreement shall commence upon July 1, 2024, irrespective of the date of execution, and terminate at the close of business on **June 30, 2025**, unless earlier terminated as provided below.

The SFWIB may, in the SFWIB's sole discretion, renew this Agreement for up to one (1) additional one (1) year period contingent upon satisfactory performance and availability of funding to the SFWIB and upon such terms and conditions as both Parties agree to in writing.

**Article 2, Statement of Work**, is deleted in its entirety and replaced with the following language:

The Contractor shall perform all of the work set forth in **Exhibit A-1, Statement of Work**, attached hereto and incorporated herein. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by the Parties in writing.

**Article 3, Payment Terms, Bill Rates and Fees**, is deleted in its entirety and replaced with the following language:

**PAYMENT TERMS, BILL RATES AND FEES**

The SFWIB shall pay **Altrian** for its services according to the rates set forth in **Attachment 2, Exhibit A-1, PY'2024-2025, Pay Rate Table** attached hereto and incorporated herein, and according to the terms set forth below.

- **Contractor** shall invoice the SFWIB for services provided under this Agreement on a monthly basis unless otherwise agreed by the SFWIB and **Contractor**. **Contractor** shall submit invoices via electronic mail to the SFWIB's Finance Department at [cssf\\_ap@careersourcesfl.com](mailto:cssf_ap@careersourcesfl.com).

**Contractor** shall submit a separate itemized invoice to the SFWIB for Assigned Employees who will partake in the approved SFWIB medical, dental and vision insurance plans. Said invoices shall designate the type of insurance, premiums, and plan coverage costs, per staff location.

The SFWIB shall pay all proper invoices within thirty (30) business days of receipt. Original invoices itemizing services rendered, per location, shall be supported by each properly authorized time sheet pertaining to payroll cycle worked by each of the Assigned Employees and an itemized Payroll Register, which includes wage payments, benefits, and withholdings for the payroll for which reimbursement is requested. If any

portion of the invoice is disputed, the SFWIB shall pay the undisputed portion. A separate bi-weekly report will also be submitted by **Contractor** indicating the charges incurred for staff payroll by location. Assigned Employees are presumed to be non-exempt from laws requiring for overtime, holiday work, or weekend work. **Contractor** will charge the SFWIB special rates for overtime only when an Assigned Employee’s work on assignment to the SFWIB, viewed by itself, would legally require overtime pay and the SFWIB has authorized, directed, or allowed, in writing, the Assigned Employee to work such overtime. The SFWIB will be responsible for paying overtime wages when an Assigned Employee, authorized, directed or allowed by the SFWIB in writing, has worked more than forty (40) weekly hours (Monday to Sunday) for the SFWIB. The overtime bill rate is calculated at one and one-half (1.5) times of the regular bill rate.

- The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (the “County”), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance. Holidays shall be billed at the regular billing rates for the specified position. No additional allowances will be given for holidays worked.
- Holidays shall be billed at the regular billing rates for the specified position as set forth in **Attachment 2, Exhibit A-1, PY’2024-2025, Pay Rate Table**. No additional allowances will be given for Holidays worked.
- Overtime may be billed by the Contractor only if the overtime hours were previously approved in writing by the SFWIB and after the assigned employee has worked forty (40) hours in a calendar week.

The SFWIB, as a governmental entity, shall not be responsible for federal, state, and local taxes levied or assessed in connection with services performed by **Contractor** under this Agreement.

**ARTICLE 4**

**Article 4 PRIOR AGREEMENTS is amended to include:**

<u>Type</u>	<u>Description</u>
<b>Exhibit A-1</b>	<b>Modified Statement of Work</b>
<b>(Exhibit A-1) - Attachment 2</b>	<b>Pay Rate Table</b>
<b>Cost Proposal Worksheet</b>	<b>Pricing Information</b>
<b>(Exhibit A-1) Attachment 1</b>	<b>Job Descriptions</b>
<b>Exhibit I</b>	<b>Miami-Dade County General Terms</b>
<b>Annual Certifications</b>	
<b>Exhibit A-1 - Attachment 2</b>	<b>Job Descriptions</b>

4.1 The Parties acknowledge that any of the obligations in this Agreement will survive the term, termination or cancellation hereof.

**Article 8, Employment Eligibility Verification (E-Verify)**, is repealed and replaced with the following language:

**E-Verify** is an Internet-based system that allows an employer, using information reported on an employee’s Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify.

By entering into this Contract, the Contractor and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled “Employment Eligibility.” The Contractor affirms that (a) it has registered and uses the U.S. Department of Homeland Security’s E-Verify system to verify the work authorization status of all new employees of the

Contractor; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract.

If County has a good faith belief that Contractor has knowingly violated Section 448.09(1), Florida Statutes, then County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination, the Contractor agrees and acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095, Florida Statutes, but Contractor has otherwise complied with its requirements under those statutes, then Contractor agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, Contractor, or Subcontractor no later than twenty (20) calendar days after the date of contract termination. Public and private employers must enroll in the E-Verify System (<http://www.uscis.gov/e-verify>) and retain the I-9 Forms for inspection.

The Department of Homeland Security's E-Verify system can be found at:

[http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)

The Contractor shall maintain evidence of the use of the E-Verify system in the employee's personnel file. The Contractor shall maintain a personnel file for each staff person funded under this Contract in accordance with the SFWIB's Policies and Procedures, state and federal laws.

**Article 69, COPELAND ANTI-KICKBACK ACT**, is repealed and replaced with the following language:

The Contractor shall comply with Section 1 of the Miami Dade County Procurement General Terms and Conditions ("MDC Procurement Terms") as applicable, attached hereto and incorporated herein by reference as Exhibit "I".

**Article 70, DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 3141-3148)**, is repealed and replaced with the following language:

The Contractor shall comply with Section 1 of the Miami Dade County Procurement General Terms and Conditions ("MDC Procurement Terms") as applicable, attached hereto and incorporated herein by reference as Exhibit "I".

All provisions in the AGREEMENT and any attachments thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.


All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original AGREEMENT.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

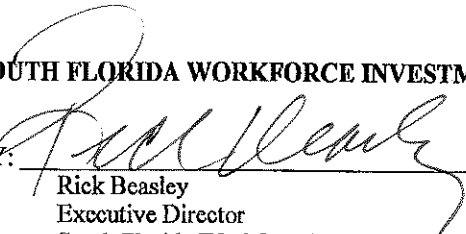
**SIGNATORY  
FORM**

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON  
BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURE FOR: **Altrian, Inc.**  
PROGRAM ENTITLED: **Staffing Services**  
INDEX CODE: **82468**  
CFDA: **WIOA NDWG 17.277**

BY:   
\_\_\_\_\_  
Harriet Stricklen  
President  
Altrian, Inc.

6.25.2024  
Date

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**  
BY:   
\_\_\_\_\_  
Rick Beasley  
Executive Director  
South Florida Workforce Investment Board

8/9/24  
Date

**STATEMENT OF WORK  
ALTRIAN, INC.  
TEMPORARY STAFFING/PAYROLL SERVICES  
HUMANITARIAN AID (DISLOCATED WORKER GRANT – NEG - NDW)**

**1. Introduction:**

The Contractor shall provide Temporary Staffing Services on an as needed basis to the South Florida Workforce Investment Board (“SFWIB”) d/b/a CareerSource South Florida (CSSF) as described herein.

**2. Services to be Rendered:**

The Contractor shall: (1) perform the services under this Agreement in a good workmanlike and professional manner; (2) conform to generally prevailing industry standards and practices; and (3) conform to the SFWIB’s expressed requirements set forth herein, including, but not limited to, the following:

A. On-board Processing

1. Upon request of the SFWIB, the hiring process shall include drug and alcohol testing. The SFWIB shall be billed and agrees to reimburse Contractor for all costs associated with drug and alcohol testing within 30 days of receipt of invoice.

B. Job Descriptions

1. Contractor shall hire individuals described in **Exhibit A-1, Attachment 1, Job Descriptions** attached hereto and incorporated by reference as if fully set forth herein, under the SFWIB’s supervision at any location the SFWIB designates.
2. The SFWIB may add or delete Job Descriptions at the option of the SFWIB. Any additions or deletions will be agreed to through an amendment to the original Agreement, which shall be executed by the SFWIB and the Contractor.

C. Payroll Services

1. Contractor shall designate sufficient resources to ensure payroll services are seamless, accurate and process timely.
2. Contractor shall work in conjunction with the needs of the SFWIB to process the payroll on a bi-weekly or weekly basis.
3. Contractor shall offer direct deposit and ensure direct deposits are posted to bank on pay date.
3. Contractor shall offer efficient payroll processing alternatives such as, paperless time reporting and pay cards.

D. Reporting Requirements

1. Contractor shall submit invoices that include supporting documentation that validates all wage payments, benefits, and withholdings for the payroll for which reimbursement is requested.
2. Contractor shall prepare payroll reports and provide to the SFWIB on a bi-weekly basis.
3. Contractor shall prepare, in a timely manner, all year-end payroll and tax processing report(s).
4. Contractor shall remit all payroll taxes to federal and state agencies on bi-weekly basis.
5. Contract shall handle unemployment and workers' compensation claims involving Assigned Employees.

E. Technical Assistance

1. Contractor shall identify a Project lead to work with the SFWIB's designated team member on projects.
2. Contract shall provide training, either on-site or tele-conference, at the request of the SFWIB.

F. Timeframes

1. Contractor shall work and cooperate with the SFWIB to ensure on-boarding process coincides within the fifteen (15) to twenty (20) day timeframe established by the SFWIB.

G. Holidays

1. The Contactor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (County), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance.
2. Holidays shall be billed at the regular non-holiday billing rates for the specified positions as set forth in **Exhibit A-1, Attachment 2, Modified Pay Rate Table**. No additional allowances will be given for Holidays worked.

H. Overtime

1. Overtime may be billed to the SFWIB only if the overtime hours were previously approved in writing by the SFWIB and after the Assigned Employee has worked forty (40) hours in a week.

**I. No Supervision By Contractor of Assigned Employees**

1. Accept that Assigned Employees referred by the Contractor to the SFWIB will work at SFWIB's office or at any location the SFWIB designates. Although the Assigned Employees are employees of the Contractor, it is understood and agreed that the Contractor is not engaged in the preparation or review of the Assigned Employee's work product or performance in any circumstances. Accordingly, the Contractor will not control, direct or supervise the activities (including, without the limitation, the work schedules) of any Assigned Employee that the Contractor provides, and the Contractor does not participate in, has no knowledge of and assumes no responsibility for reviewing, examining or verifying either the assignment or performance of the Assigned Employees.

**Altrian, Inc.**  
**PY'2024-2025 Pay Rate Table**

	Group A	Hourly Pay Rate		Mark-up Rates	Bill Rates			
	Job Titles	Minimum	Maximum		Minimum Regular	Minimum Overtime	Maximum Regular	Maximum Overtime
1	C & R Cook 1	\$16.00	\$26.00	32%	\$21.12	\$31.68	\$34.32	\$51.48
2	C & R Cook 2	\$13.00	\$20.00	32%	\$17.16	\$25.74	\$26.40	\$39.60
3	Custodial Worker 1	\$12.00	\$17.00	32%	\$15.84	\$23.76	\$22.44	\$33.66
4	Custodial Worker 2	\$13.00	\$19.00	32%	\$17.16	\$25.74	\$25.08	\$37.62
5	Debris/Clean-up Workers	\$17.00	\$22.00	32%	\$22.44	\$33.66	\$29.04	\$43.56
6	Driver	\$18.00	\$24.00	32%	\$23.76	\$35.64	\$31.68	\$47.52
7	Fisherman	\$12.00	\$27.00	32%	\$15.84	\$23.76	\$35.64	\$53.46
8	Food Service Worker 1	\$12.00	\$18.00	32%	\$15.84	\$23.76	\$23.76	\$35.64
9	Food Service Worker 2	\$13.00	\$20.00	32%	\$17.16	\$25.74	\$26.40	\$39.60
10	General Laborer	\$17.00	\$22.00	32%	\$22.44	\$33.66	\$29.04	\$43.56
11	Line Cook/Food Preparation Worker	\$18.00	\$27.00	32%	\$23.76	\$35.64	\$35.64	\$53.46
12	Litter Removal	\$16.00	\$24.00	32%	\$21.12	\$31.68	\$31.68	\$47.52
13	Maintenance Repairer 1	\$16.00	\$22.00	32%	\$21.12	\$31.68	\$29.04	\$43.56
14	Sanitation/Janitorial Worker	\$16.00	\$22.00	32%	\$21.12	\$31.68	\$29.04	\$43.56
15	Warehouse Worker/Clerk	\$18.00	\$24.00	32%	\$23.76	\$35.64	\$31.68	\$47.52
	Group B	Hourly Pay Rate		Mark-up Rates	Bill Rates			
	Job Titles	Minimum	Maximum		Minimum Regular	Minimum Overtime	Maximum Regular	Maximum Overtime
1	Customer Service Representative (DWG)	\$17.00	\$22.00	32%	\$22.44	\$33.66	\$29.04	\$43.56
2	Eligibility Specialist (Disaster/DWG)	\$14.00	\$22.00	32%	\$18.48	\$27.72	\$29.04	\$43.56
3	Regional Community Services Advocate	\$17.00	\$27.00	32%	\$22.44	\$33.66	\$35.64	\$53.46
4	Special Projects Administrator	\$21.00	\$37.00	32%	\$27.72	\$41.58	\$48.84	\$73.26
5	Violence Prevention Community Advocate	\$19.00	\$32.00	32%	\$25.08	\$37.62	\$42.24	\$63.36
	Group C	Hourly Pay Rate		Mark-up Rates	Bill Rates			
	Job Titles	Minimum	Maximum		Minimum Regular	Minimum Overtime	Maximum Regular	Maximum Overtime
1	Paid Work Experience (PWE)	\$12.00	\$27.00	32%	\$15.84	\$23.76	\$35.64	\$53.46



Altrian, Inc.		
Pricing Information		
Services	Mark-Up Rate	Effective Date
Temporary Staffing Services National Dislocated Worker Grant (NDWG)	See Table Below	July 1, 2024 – June 30, 2025*

\*Rates are effective upon submittal of quote

Group A	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
<b>TOTAL</b>	32	32

Group B	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
<b>TOTAL</b>	32	32

Group C	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
<b>TOTAL</b>	32	32

**GROUP A  
(Job Description 1)  
C&R Cook 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled cooking and limited supervisory work in a Metro-Dade County correctional institution. Employees in this class are responsible for the performance of skilled cooking tasks and related supervision in the large-scale production of meals in a County correctional institution kitchen. Emphasis of the work is on the performance of a variety of skilled cooking tasks, directing inmate labor assisting in various food service activities to meet serving deadlines, ensuring proper portioning of food items, providing continuous training to kitchen trustees, operating standard cooking equipment, and supervising cleaning tasks to meet established sanitary requirements. Supervision is exercised over kitchen trustees assisting in various phases of food service operations. Supervision is received from a supervisory cook who supervises food preparation, serving functions and cleaning activities.

**Duties and Responsibilities**

- Directs inmate labor in tray make-up, loading food carts, use of steam trays and rethermalization units.
- Ensures proper handling, packaging and storage of food items.
- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Trains cooks and inmates working as kitchen trustees on preparation of meals to meet deadlines for tray line and cafeteria and ensures proper portioning of food items to avoid conflicts among inmates over uneven portions.
- Discusses menu changes or utilization of leftovers with immediate supervisor.
- Exercises caution and control in supervising inmates working as kitchen trustees to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Prepares salads, sandwiches, slices meats and special dishes for inmates with special dietary considerations.
- Requisitions food items and supplies for cooking operations.
- Participates in portioning and distribution of soups, starches and vegetables for a variety of breakfast, lunch and dinner menus.
- Supervises inmates in cleaning kitchen items including utensils, food trays and rethermalization units to meet American Correctional Association sanitation standards.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with one (1) year of experience in an institutional, commercial, or other large-scale food preparation environment is required.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of modern methods and equipment used in a large-scale food service operation.
- Knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of food menus, general nutrition and modified diets, and portion control.
- Ability to follow written instructions in menus and recipes and perform skilled cooking.
- Ability to supervise a group of inmates working as kitchen trustees in accordance with correctional policies and regulations.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.
- Ability to meet serving deadlines in a large-scale food service operation.

**GROUP A  
(Job Description 2)  
C&R Cook 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled supervisory cooking work in a Metro-Dade County correctional institution. Employees in this class are responsible for the supervision of skilled cooks and unskilled inmates serving as kitchen trustees in the large-scale production of meals in a County correctional institution kitchen. Responsibilities include supervising the cooking portion of meal preparation, meeting serving deadlines, ensuring equal portions and the quality of food servings, employing precautionary measures to ensure compliance with proper sanitary requirements, estimating food needs, requisitioning food supplies and related equipment, planning a variety of standard menus, and coordinating work with cooks on subsequent shifts. Supervision is exercised over skilled cooks and kitchen trustees engaged in various phases of food service operations. Supervision is received from a food service supervisor who reviews work for effectiveness in food preparation, serving functions and cleaning activities.

**Duties and Responsibilities**

- Plans, schedules, and arranges work flow for a large number of skilled cooks and inmates serving as unskilled kitchen trustees in a County correctional institution kitchen; and schedules operations to meet serving deadlines.
- Supervises the cooking portion of food preparation; roasts meats or prepares special dishes as required; ensures recipes are followed to avoid under/over cooking and/or food loss through improper preparation.
- Employees precautionary measures to guard against health hazards and ensures compliance with proper sanitary requirements.
- Provides continuous training for new inmates working in a kitchen trustee capacity; exercises caution and control in supervising inmates to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Estimates food needs for standard menus; requisitions food supplies and equipment and maintains related records; streamlines grand-scale food preparations for an economical and efficient operation.
- Coordinates planning with cooks on subsequent shifts and discusses preparation of special menus with food service supervisors.
- Provides advice and assistance to skilled cooks in food preparations.
- Supervises kitchen trustees in cleaning food service areas associated with cooking to maintain standard American Correctional Association sanitary requirements.
- Ensures the use of proper fire safety procedures for a large correctional facility kitchen and precautionary measures governing inmates during emergency situations.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with two (2) years of experience in a large-scale food preparation environment; or
- An Associate's Degree in a Culinary Arts Program, Hospitality or related field or a certificate of completion from a Culinary Arts school may substitute for the required experience on a year-for-year basis.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Considerable knowledge of modern methods and equipment used in large-scale food service operations.
- Considerable knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Considerable knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of the preparation of special therapeutic diets.
- Ability to supervise skilled cooks and kitchen trustees in accordance with correctional policies and regulations.
- Ability to estimate quantities of food supplies required for large-scale food preparation.
- Ability to plan and schedule food service operations to achieve goals in food preparation and in meeting serving deadlines.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.

**GROUP A  
(Job Description 3)  
Custodial Worker 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

**Duties and Responsibilities**

- Scrubs, mops, waxes, and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, wash rooms and fixtures; cleans baseboards, doors, and walls.
- Keeps areas around buildings clean and free of litter; and sweeps walkways.
- Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment.
- Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables, and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes.
- Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.
- Checks and delivers linens and laundry.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the materials, methods and equipment typically used in janitorial work.
- Some knowledge of the geography of the buildings or facilities of assignment.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to understand and follow simple verbal and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

**GROUP A  
(Job Description 4)  
Custodial Worker 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

**Duties and Responsibilities**

- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with six (6) months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.
- Knowledge of disinfectants used in cleaning restrooms and other common areas.

**EXHIBIT A  
ATTACHMENT 1**

- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules.
- Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.



**GROUP A  
(Job Description 5)  
Debris/Clean-up Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

This position is responsible for the clearance, removal, and/or disposal of items (such as trees, woody debris, sand, mud, silt, gravel, and damaged building components/contents); wreckage produced during the conduct of emergency work, and other disaster related wreckage.

**Required Training and Experience**

- High School diploma or GED.
- Experience may substitute for education on a year for year basis.
- Knowledge of general debris/clean-up tasks and procedures.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation of light equipment (hand tools) utilized in debris/clean-up work.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A  
(Job Description 6)  
Driver**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Transport deliveries safely to their destination locations on time. As part of this duty, verify shipping loads against the paperwork and obtain signatures for materials when they are delivered.
- Determine the most efficient route to destinations to ensure timely delivery.
- Maintain records of routes and times in accordance with state and federal law.
- Inspect and maintain the delivery vehicle and all related equipment, putting in repair requests as necessary to maintain safe operation during the loading and unloading process.
- Take on material handling duties as necessary to complete the delivery of necessary materials to destination locations, including handling materials during loading and unloading.
- Contacts customers to confirm delivery details and maintains delivery logs/records.
- Determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews.
- Performs other job-related duties as assigned by supervisor.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License with a clean driving record.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory and equipment maintenance is required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Occasionally required to sit and climb or balance.

**GROUP A  
(Job Description 7)  
Fisherman**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Attach nets, slings, hooks, blades, and/or lifting devices to cables, booms, hoists, and/or dredges.
- Connect accessories such as floats, weights, flags, lights, or markers to nets, lines, or traps.
- Harvest marine life for human or animal consumption, using diving or dredging equipment, traps, barges, rods, reels, and/or tackle.
- Club or gaff large fish to enable hauling them into fishing vessel.
- Load and unload vessel equipment and supplies, by hand or using hoisting equipment.
- Plan fishing operations, establishing the fish to be sought, the fishing location, the method of capture, and the duration of the trip.
- Pull and guide nets, traps, and lines onto vessels, by hand or using hoisting equipment.
- Put fishing equipment into the water and anchor or tow equipment, according to the fishing method used.
- Remove catches from fishing equipment and measure them to ensure compliance with legal size. Return undesirable or illegal catches to the water.
- Sort, pack, and store catch in holds with salt and ice.
- Steer vessels and operate navigational instruments.
- Wash decks, conveyors, knives, and other equipment, using brushes, detergents, and water.
- Compute positions and plot courses on charts to navigate vessels, using instruments such as compasses, sextants, and charts.
- Direct fishing operations, and supervise fishing crew members.
- Maintain engines, fishing gear, and other on-board equipment; and perform minor repairs.
- Record in logbooks specifics of fishing activities such as dates, harvest areas, yields, and weather and sea conditions.
- Operate rowboats, dinghies, and/or skiffs to transport fishers, divers, and/or sponge hookers; or to tow and position fishing equipment.
- Sell catches by contacting and negotiating with buyers or by sending catches to fish auctions. Transport fish to processing plants or to buyers.
- Performs related duties as assigned.

**Required Training and Experience**

- High school diploma or GED.
- Knowledge of techniques and equipment for fishing to include storage/handling.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A  
(Job Description 8)  
Food Service Worker 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is routine food preparation and serving work in county homes and institutions. Work involves assistance to cooks, dietitians, and other personnel in kitchens or dining rooms in such tasks as cleaning and chopping fruit and vegetables, weighing, measuring and assembling ingredients for various recipes, preparing coffee in large volume, portioning and cutting desserts and serving food in cafeterias or on hospital wards. Employees in this class are required to observe established sanitary standards in the preparing, handling and serving of food, and in their personal hygiene, and are responsible for courtesy and a pleasant demeanor in serving patrons of the dining service. Work is performed under immediate supervision of cooks, dietitians or other personnel who inspect work in progress and review results obtained.

**Duties and Responsibilities**

- Cleans and chops vegetables and fruits; weighs, measures and assembles ingredients for cooks; mixes and unmolds gelatin salads; makes coffee and toast.
- Portions and cuts desserts; portions out salad dressings and salads, and pours between meal nourishments.
- Serves food to customers in cafeteria lines; keeps cafeteria line supplied with hot foods; loads steam carts for delivery to hospital floors and sets up trays for patients.
- Serves food to patients and keeps records of such service as required.
- Cleans kitchens and dining rooms; operates automatic dishwashers as assigned; dusts tables; cleans sugar bowls, salt and pepper shakers and kitchen utensils.
- Performs related work as required.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils. Some knowledge of food preparation and serving procedures in the unit of assignment.
- Ability to secure a health card at the time of appointment.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain a sympathetic attitude towards patients.

**GROUP A  
(Job Description 9)  
Food Service Worker 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is food preparation and serving work in performance of more responsible tasks in county homes or institutions. Work involves assistance to cooks, dietitians and other personnel in a variety of more difficult food preparation tasks such as mixing and baking various puddings, mixing gelatin desserts or sheet cakes, and preparation of various salads including special diet recipes. Employees are required to observe established sanitary standards in the preparing, handling and serving of food and in personal hygiene. Work is performed under the general supervision of cooks, dietitians or other supervisory personnel who inspect results obtained.

**Duties and Responsibilities**

- Performs a variety of food preparation tasks in the kitchen of a hospital or home; prepares and bakes rice, bread and other puddings; prepares gelatin desserts; mixes and bakes sheet cakes from cake mixes, and prepares various standard cake frostings.
- Prepares a variety of fruit and vegetable salads and assembles cold plates for cafeteria.
- Prepares desserts, salads and nourishments for various special diets according to standard recipes.
- Order supplies for salad, baking or cold plate areas; assists cooks in preparation of soups and vegetables for luncheon or evening meals, or in preparation of breakfast meals.
- Performs various cooking tasks in the absence of cooks assigned.
- Cleans kitchen and dining rooms and kitchen equipment or utensils, as assigned.
- Performs related work as required.

**Required Training and Experience**

- Six (6) months of experience as a Food Service Worker 1; or eighth grade and six (6) months of experience in routine food preparation and food service work assisting cooks, dietitians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Knowledge of the use and care of food service equipment and kitchen utensils.
- Knowledge of food preparation and serving procedures in the unit of assignment.
- Some knowledge of a variety of food preparation tasks on a volume basis.
- Some knowledge of the requirements of cooking on a volume basis.
- Ability to secure a Health card at time of appointment.
- Ability to understand and follow oral and written instructions.
- Ability to perform a variety of food preparation and assembly tasks.

**GROUP A  
(Job Description 10)  
General Laborer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

This position is responsible for the clearance and/or removal of debris and other disaster related wreckage from homes, businesses, roadways and sidewalks by loading/unloading debris in dumpsters/trucks to aide in preparing homes and businesses for reconstruction and restoration.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License.
- Knowledge of general labor tasks and procedures.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A  
(Job Description 11)  
General Maintenance Worker/Repairer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Replaces defective light bulbs throughout a large building; cuts, threads and bends conduit pipe to sizes and lengths as required by electricians; replaces burned out fuses; cleans and lubricates desk fan; checks brushes on fan motors.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; feeds lumber into power saws, planers, and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes plaster, mortar, and cement; slakes lime; assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun; cuts glass to size and shape; inserts in windows using putty.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Assists skilled automotive mechanics in taking down and reassembling automobiles, trucks, and tractors; makes minor repairs to automotive equipment under supervision of mechanics.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Rakes leaves, hoes and weeds flower beds and trims and prunes trees.
- Erects scaffolding; loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with one (1) year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required.
- Valid Florida Driver's License.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the occupational hazards and safety precautions of the work.

**EXHIBIT A  
ATTACHMENT 1**

- Ability to understand and follow oral and written instructions and to interpret and work from rough sketches.
- Ability to make rough estimates of time and material requirements.
- Ability to develop skill in the use and care of the tools, materials, and equipment of the trades areas concerned.
- Must be able to lift 50 lbs.



**GROUP A  
(Job Description 12)  
Line Cook (Food Preparation Worker)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.
- Store food in designated containers and storage areas to prevent spoilage.
- Take and record temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Performs other job-related duties as assigned by supervisor.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils.

**GROUP A  
(Job Description 13)  
Litter Removal**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Routinely removes loose and bagged litter and debris in all right-of-ways and parks throughout the Islamorada, Village of Islands.
- Routinely clears and/or removes gravel, soil and other debris from the multipurpose trails throughout the Islamorada, Village of Islands with manual and automatic tools.
- Routinely clears and/or removes gravel, soil and other debris from all storm water inlets and drains.
- Performs other job-related duties as assigned by supervisor.
- Safely operates light trucks, utility vehicles and other related types of equipment.
- Performs daily safety inspections of assigned equipment prior to and after use.
- Properly maintains and washes assigned equipment weekly.
- Prepares and maintains records and reports as required.
- Performs related work as required.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A  
(Job Description 14)  
Maintenance Repairer 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Replaces defective light bulbs throughout buildings.
- Cuts, threads and bends conduit pipe to sizes and lengths as required by electricians.
- Replaces burned out fuses.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames.
- Assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures.
- Feeds lumber into power saws, planers, and joiners.
- Operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes (plaster, mortar, and cement), slakes lime, assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Required to perform rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Erects scaffolding, loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade.
- One (1) year of performing semi-skilled maintenance and repair tasks experience; or One (1) year experience of assisting with maintenance and repairs in any of a variety of the skilled trades.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A  
(Job Description 15)  
Sanitation/Janitorial Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of buildings. Duties include operating various types of automatic housekeeping equipment, cleaning/sanitizing restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping/disinfect floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment.

**Duties and Responsibilities**

- Responsible for all standard safety procedures to ensure a safe work environment, while preparing and handling sanitation equipment.
- Adheres to all safety requirements including PPE (Personal Protective Equipment), preventing and reporting unsafe acts and conditions.
- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment, scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans/sanitizes walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

**Required Training and Experience**

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.

**EXHIBIT A  
ATTACHMENT 1**

- Knowledge of disinfectants used in cleaning restrooms and other common areas.
- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

**GROUP A  
(Job Description 16)  
Warehouse Worker/Clerk**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders, pulling materials, packing boxes, and placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat. Organize warehouse and work area for orderliness at all times.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Prepare parcels for mailing.
- Operate and maintain preventively warehouse vehicles and equipment.
- Performs related work as required.

**Required Training and Experience**

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory, equipment maintenance, data entry and computer skills are required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear.
- Occasionally required to sit and climb or balance.

**GROUP B  
(Job Description 1)  
Account Clerk**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.
- Checks and codes invoices; prepares vouchers for payment and maintains voucher register.
- Compiles figures for use in preparation of preliminary budgets.
- Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.
- Counts, proves, records, and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.
- Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.
- Classifies receipts and expenditures according to standard accounting classifications.
- Maintains time, material, and equipment rental cost account records for capital improvement and maintenance projects.
- Operates calculators, computer terminals, and other standard office equipment.
- Performs related duties as assigned.

**Required Training and Experience**

- High school diploma or GED.
- One (1) year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B  
(Job Description 2)  
Accountant**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Reviews and maintains financial information to ensure proper reporting and analysis on a regular basis.
- Reviews and makes recommendations for development and modification for improvement of specific areas of accounting procedures to assure conformity to policy and increase effectiveness.
- Prepares special reports and provides necessary documents for grant applications and reporting.
- Prepares special project analysis as directed.
- Prepares reports for other governmental agencies.
- Reviews and approves vendor invoices.
- Responsible for management of accounts receivable, accounts payable, cash receipts, and cash basis reimbursements.
- Analyzes bank reconciliations, trial balances and other financial reports in preparing monthly financial reports.

**Required Training and Experience**

- Bachelors degree in Accounting; Bachelors degree to include 21 semester credits in Accounting; or completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.



**GROUP B  
(Job Description 3)  
Customer Service Representative (DWG)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Perform general office duties such as typing correspondence (forms and reports), opening/distributing mail, filing documents and other duties.
- Operates office equipment, including personal computer, copy machine, and fax machine.
- Schedule appointments for referral services for jobseekers.
- Follow-up with customers regarding training and employment status.
- Receive queries from the general public requesting NDWG services or information.
- Identify the type of service is being requested by listening, asking relevant questions, evaluating information obtained and determine what type(s) of NDWG services are available to successfully handle the request.
- Provides customer assistance in the areas of work registration, resume preparation, job search, internet browsing and e-mail applications.
- Directs and provides information to customers regarding services and procedures and makes referrals to the appropriate place or person within the center once the customer has completed orientation and work registrations, when required.
- Maintains records for all customers who receive orientation, work register in EMD and IAA, and other Resource Area transactions and prepares routine and ad hoc activity reports for management, as required.
- Provides general and program orientations.
- Performs related duties as assigned.

**Required Training and Experience**

- Bachelor's degree in Business or Public Administration or related field from an accredited college or university.
- One (1) year of customer service and/or sales experience.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B  
(Job Description 4)  
Eligibility Specialist (Disaster/DWG)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Pre-screen applicants, gather and review documents collected during the intake process to determine enrollment eligibility under the WIOA and subsequent temporary employment under the Disaster (DWG) for the Disaster Relief Employment Assistance Program.
- Performs necessary case record documentation, paperwork and record keeping in order to verify completeness and accuracy, and to determine eligibility status under WIOA regulations.
- Keep records of assigned cases, and prepare required reports.
- Enters all relevant data (case management notes, job placement, follow-up etc.) into computer tracking system. Performs the day-to-day data entry into the One-Stop System Tracking (OSST) and Employ Miami-Dade (EMD)/Employ Monroe (EM) system.
- Performs related duties as assigned.

**Required Training and Experience**

- Bachelor's Degree.
- Experience may substitute for education on a year for year basis.
- One (1) year of customer service experience.
- Two (2) years of advanced clerical experience.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.
- Must pass pre-employment screening/background check.
- Required to be Tier I certified within ten (10) business days of hire date.

**GROUP B  
(Job Description 5)  
Grant Writer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Keeps informed on a wide range of grant opportunities and identifies potential state and federal funding sources.
- Determines grant requirements and performs initial grant assessment prior to transmittal to appropriate departments.
- Writes, reviews, and edits grant applications and proposals.
- Ensures that all Special Conditions of the grants are met in order to affect award of funds.
- Completes all financial and program reports and forwards to specified parties.
- Establishes and maintains contact with federal, state and local agencies to ensure that presentation of proposals and applications to funds are handled appropriately.
- Adheres to deadlines and ensures specifications of funding sources are followed through project and program tracking and reporting.
- Develops communication and rapport with state and federal officials involved in the selection of grantees and the allocation of grant funds.
- Provides training and technical assistance to departments and CBOs in the preparation of grant applications and proposals.
- Coordinates and facilitates grant initiatives involving multiple departments.
- Assists in documenting compliance with any maintenance of effort or matching requirements.
- Prepares grant fiscal impact and feasibility statements.
- Monitors progress and prepares grant status reports.
- Performs related duties as assigned.

**Required Training and Experience**

- Bachelor's Degree.
- Three (3) years of professional experience in the development of public and/or private sector grant funding to include experience in the preparation of grant applications are required.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B  
(Job Description 6)  
Regional Community Services Advocate**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Represents the department before several community boards, committees and task forces, and provides administrative staff support.
- Attends meetings with individuals, community leaders, community organizations and volunteer agencies to advise/inform them of matters pertinent to the community.
- Develops and conducts seminars and workshops to educate and inform the community on services available to them.
- Meets with representatives of local, state and federal agencies to discuss community incidents and issues.
- Performs assessment of community incidents and conflicts.
- Develops and conducts surveys in cooperation with other organizations to determine priority needs within the community.
- Develops educational and informational radio and television programs for the benefit of the community.
- Assists in the development of programs for the community.
- Participates in the department's on-going customer service, consumer satisfaction, and internal assessment and evaluation activities.
- Performs related work as required.

**Required Training and Experience**

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP B  
(Job Description 7)  
Special Project Administrator**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Coordinates complex administrative duties with department-wide responsibility.
- Serves as Project Manager over specialized projects and program coordinator.
- Develops and implements departmental and program policies, procedures and revisions.
- Prepares complex reports for the department director and assistant directors.
- Plans, assigns and reviews the work of subordinate professional staff.
- Performs quality control reviews of reports to ensure compliance with departmental and county standards.
- Determines the information system needs of the department.
- Provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures.
- Prepares grant approval resolutions for action.
- Examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.
- Performs related work as required.

**Required Training and Experience**

- Bachelor's Degree.
- Three (3) years of professional experience to include:
  - Customer service
  - Public contact
  - Outreach activities or
  - Providing referral services
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP B  
(Job Description 8)  
Violence Prevention Community Advocate**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

**Duties and Responsibilities**

- Screens all incoming referrals of violence victims/families within 48 hours of receipt of the referral and schedule an appointment for initial assessment.
- Completes the initial assessment to determine level of service to be provided, safety concerns, by focusing on the victim's/family's eligibility for public benefits, housing status, income, household composition and other factors impacting the individual/family's housing stabilization.
- Provides home visitations and meets regularly with all assigned victims/families.
- In partnership with families, creates a family plan, makes referrals, facilitates access to services and monitor to ensure that all components of family plan may be accomplished.
- Works with violence victims and families to develop safety plans and understanding of court and other systems working with the family.
- Identifies participant's available resources, strengths and supports that can support the goals in his/her housing stabilization action plan. Identifies any risk factors and unmet service needs, that should be taken into account in the development, implementation and monitoring of the housing stabilization action plans to prevent homelessness and maintain a stable, permanent housing arrangement for the family.
- Provides appropriate referrals and linkages to community based agencies that can provide resources to address service needs of participants that cannot be provided directly by Advocate Program or its community partners.
- Effectively communicates with the participant and his/her landlord about the required documentation needed to process the family's application for emergency financial assistance/rental assistance through the program. Once the necessary documentation are obtained, submit the participant's application to the Program Coordinator by fax or e-mail for final review and approval process.
- Develops and maintains effective liaison and interagency referral partnerships with all of the agencies in the community, and continuously identify new community resources that may benefit participants in all categories.
- Work as part of a multi-disciplinary team providing "client centered services" with all staff members, as well as the other case managers participating in the program.
- Reports to the Director on all issues relevant to program's functioning, including the interagency referral process.
- Maintains participants' files accurately for internal and external audits.
- Maintains all required documentation in participants' confidential case records, and assists the Program Manager and Director with the preparation of any required program and statistical reports.
- Performs related work as required.

**Required Training and Experience**

- Bachelor's Degree in Social Work, Sociology, or related field.
- One (1) year of experience working with domestic violence and/or sexual assault survivors.
- One (1) year of Social Services experience.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP B  
(Job Description 9)  
Eligibility Worker**

*The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).*

**Duties and Responsibilities**

- Greets the public in a professional, courteous and helpful manner.
- Manages and coordinates office operations (i.e. telephone and customer flow).
- Receives and provides customers with significant knowledge of the agency service delivery system.
- Completes on-line applications for rent and utility assistance timely and accurately.
- Provides information regarding when, where, and how to apply for assistance, including eligibility criteria and benefits available to customers.
- Assists with completion of customer intake and needs assessment in order to determine eligibility and appropriate energy category assistance available.
- Processes application in the Management Information System (MIS) for rent assistance.
- Assists with completion of forms (i.e. intakes and other required documents).
- Coordinates with social service agencies and make the appropriate customer referrals as needed.
- Performs general clerical task (i.e. customer log book, labeling folders, filing and record keeping).
- Performs related duties as assigned.

**Required Training and Experience**

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.



**GROUP B**  
**(Job Description 10)**  
**Senior Meal Program Resolution Worker**

*The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).*

**Duties and Responsibilities**

- Manages Continuous Emission Monitoring Systems (CEMS) escalations cases—unacceptable meals, missed delivery, address verifications and more.
- Manages complaint, rejection of meals reported by vendor and vendor/other source informed cancellation.
- Communicates with vendor on No Meals/Missed Delivery.
- Communicates with vendors and Emergency Operations Center (EOC) Food Unit.
- 311 co-liaisons to Miami-Dade County Community Action and Human Services Department (CAHSD).
- Provides daily feedback from vendors and address verifications and updates.
- Provides daily reports to CAHSD Assistant Director.
- Performs related duties as assigned.

**Required Training and Experience**

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

**GROUP B**  
**(Job Description 11)**  
**Telephone Reassurance Worker**

*The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).*

**Duties and Responsibilities**

- Manages data entry and client's database.
- Completes telephone re-assessments for Miami-Dade County's at-risk elderly and adult with disability population.
- Conducts telephone re-assurance to elderly in order to reduce isolation and loneliness.
- Assists with monitoring of food services delivery system.
- Makes referrals to meet identified needs of clients/caregivers.
- Handles inquiries, work requests and complaints.
- Answers and directs phone calls accordingly.
- Type's document, photocopy, scan and fax.
- Performs related duties as assigned.

**Required Training and Experience**

- High School diploma or GED.
- Ability to work tactfully and patiently with the elderly and persons with disabilities.
- Ability to treat clients/caregivers and the general public with empathy and respect.
- Ability to work in a courteous and professional manner with administrators, supervisors and peers.
- Ability to prioritize assignments and address other related duties as assigned.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

ANNUAL CERTIFICATION

Harriet S. Strickton, on behalf of Altman, Inc  
certifies and assures that all certifications and assurances on file with the Contract are current. This  
certification is incorporated and made a part of the Contract # 2024/2025 NCG/NDW.  
Dislocated Workers.

By: [Signature] \_\_\_\_\_  
Signature of Affiant Date

Harriet S Strickton / CEO owner  
Printed Name of Affiant and Title

Altman Inc  
Printed Name of Firm

1031 Ives Dairy Rd Ste 228 Miami FL 33179  
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 14 day of May, 2024

He/She is personally known to me or has presented Drivers license as identification.  
Type of identification

[Signature]  
Signature of Notary

S362-357-61-602-0  
Serial Number

See Attached Jurat 02/14/2024  
Print or Stamp Name of Notary

3/22/2026  
Expiration Date

Notary Public – State of California

# CALIFORNIA JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State Of: **California**  
County Of: **Alameda**

Subscribed and sworn to (or affirmed) before me on this 14 day of May, 2024  
by Harriet Sanders Stricklen,  
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: **Rita Renee Rucker**



Title of Document: Annual Certification

Total Number of Pages including Attachment: 2

Notary Commission Expiration Date: **Aug. 15, 2026**

Notary Commission Number: **2413003**

## Miami-Dade County, FL

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

**1.1 DEFINITIONS**

**Awarded Bidder/Contractor/Prime Contractor** – shall mean the Bidder(s) awarded a Contract as a result of this Solicitation.

**Beverage(s)** - shall mean all carbonated and non-carbonated, non-alcoholic drinks, however dispensed, including but not limited to, (i) colas and other flavored carbonated drinks; (ii) fruit juice, fruit juice containing and fruit flavored drinks; (iii) chilled coffee drinks; (iv) chilled tea products; (v) hypertonic, isotonic and hypotonic drinks (sports drinks and fluid replacements); (vi) energy drinks, (vii) packaged carbonated or still water (including spring, mineral, purified, flavored or enhanced), (viii) liquid concentrate teas and brewed teas, (ix) frozen carbonated and non-carbonated beverages, (x) bar mixers, including shelf stable juices and other mixers, and (xi) any future categories of nonalcoholic beverage products that may be distributed. Note: The definition of Beverage(s) is undergoing continued updates and is subject to change.

**Bid** – shall refer to any offer submitted in response to this Solicitation.

**Bidder** – shall refer to legal entity or individual submitting a Bid in response to this Solicitation.

**Business Management Workforce System (BMWS)** – shall refer to the County's web-based system that firms must utilize to comply with Small Business Enterprise (SBE), Wage and/or Workforce Programs and Subcontractor reporting requirements (<http://mdcsbd.qob2g.com>).

**C.F.R.** – shall mean the Code of Federal Regulations.

**Common Carrier/Contracted Carrier** – shall mean a person, firm, or corporation that undertakes for hire, as a regular business, to transport persons or commodities from place to place, offering their services to all such as may choose to employ the common carrier and pay their charges.

**Contract** - shall mean collectively, these terms and conditions, the Solicitation, any addenda and/or properly executed modifications, the awarded Bid, and the resultant County purchase order, work order(s) (if applicable) and any change order(s), which constitute the legally enforceable agreement between the County and the Awarded Bidder(s).

**Cooperative Agreement Purchasing Program** - shall mean a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more entities in an effort to obtain a more economical purchase.

**County** – shall refer to Miami-Dade County, a political subdivision of the State of Florida

**Cybersecurity Products** - shall mean software and hardware that include technologies, processes, and practices designed to protect information technology networks, devices, programs, and data from attack, damage, or unauthorized access.

**FEMA** – shall mean the Federal Emergency Management Agency.

**Funding Agreement** – shall refer to as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any Contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

**Heightened Security Review** - shall mean any and all security screening conducted on County employees with access to Cybersecurity Products or any other additional security screenings or reviews the County Mayor or County Mayor's designee determines necessary to protect the security of the County's information technology networks, devices, programs, and data.

**Integrated Financial Resources Management System (INFORMS)** – shall refer to the technology utilized to track budget, procurement (including soliciting and receiving bids), as well as human resources, and financial operations of the County.

**Joint Venture** - shall mean an association of two or more persons, partnerships, corporations, or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.

**Material Supplier** – shall mean that only obligations on the contract or project are the delivery of materials and activities that are incidental to material supply, such as loading, unloading and pickup; the term shall also mean any facility that manufactures the supplies is not located on the primary or secondary worksite, and was either established before the beginning of the project or is not dedicated exclusively or nearly exclusively to the project.

**NFE** – shall refer to Non-Federal Entity, which means a state, local government, Indian tribe, institution of higher education, hospital, or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Pouring Rights** – shall mean the right to make available, sell, dispense, and serve Beverages, which right may or may not be to the exclusion of certain Beverage makers and distributors.

**Prevailing Wage** – shall mean any wage rate that is paid to a majority of workers for whom usable wage data is received. If there is no majority wage rate, the prevailing wage rate that is paid to the greatest number, as long as it is paid to at least thirty percent (30%) of workers.

**Produced in the United States** - shall mean with respect to Cybersecurity Products, a product for which all development and production occurs in the United States.

**Registered Supplier/Vendor** – shall refer to a legal entity or individual that has completed and continues to comply with the requirements of the Miami-Dade County Business Entity Registration Application process via the County's online Supplier/Vendor Portal and has satisfied all requirements to enter into business agreements with the County.

**Responsible Bidder** – shall refer to a Bidder that has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

**Responsive Bidder** – shall refer to a Bidder that has submitted a bid or reply that conforms in all material aspects to the Solicitation.

**SPD** – shall refer to Miami-Dade County's Strategic Procurement Department (SPD).

**Solicitation** – shall mean this documentation, including all addenda.

**Subcontractor** – shall mean any person, entity, firm or corporation, other than the employees of the Awarded Bidder/Contractor/Prime Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Awarded Bidder/Contractor/Prime Contractor and whether or not in privity of Contract with the Awarded Bidder/Contractor/Prime Contractor.

**Work or Services** - shall mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Work/Technical Specifications, and the terms and conditions of this Solicitation.

**1.2. INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Solicitation are encouraged to submit a Bid. To be eligible for award of a contract (including small purchase orders), Bidder must become a registered Supplier/Vendor with Miami-Dade County. Only registered Suppliers/Vendors can be awarded County contracts. Suppliers are required to register using the County's Online Supplier/Vendor Portal as described below in Section B "Supplier/Vendor Registration." For additional information about online Supplier/Vendor registration, please contact the Vendor Outreach & Support Services (VOSS) Section at (305) 375-5773. **In the event that the Supplier's/Vendor's online registration**



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

**submittal is not approved, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder.**

**B. Supplier/Vendor Registration**

Prior to award recommendation, the County requires that recommended Bidder complete the Business Entity Registration Application via the Strategic Procurement Department's Online Supplier/Vendor Registration Portal in INFORMS at: <https://supplier.miamidade.gov>

To complete the registration, Supplier/Vendor must have the following documents: Miami-Dade County Local Tax Receipt (for Suppliers/Vendors with a physical location within Miami-Dade County), Certificate of Incorporation (if applicable), and the Supplier's/Vendor's Federal Employer Identification Number (FEIN) must be provided, via submission of Form W-9 and 147c Letter, as required by the Internal Revenue Service (IRS). If no FEIN exists, the Social Security Number of the owner or individual must be provided as the legal entity identifier. To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that the County requests the Social Security Number for the following purposes:

- Identification of individual account records.
- Payments to individual/Contractor for goods and services provided to Miami-Dade County.
- Tax reporting purposes.
- Provision of unique identifier in the Supplier/Vendor database used for searching and sorting departmental records.

The Supplier/Vendor confirms its commitment to comply with the vendor registration requirements and the associated affidavits available in INFORMS at <https://supplier.miamidade.gov>

**C. Public Entity Crimes**

To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, all Solicitations, once advertised and until an award recommendation are under the "**Cone of Silence.**" Any communication or inquiries, except for clarification of process or procedure already contained in the Solicitation, are to be made in writing to the attention of the Procurement Contracting Officer identified on the front page of the Solicitation via INFORMS with a copy sent to the Clerk of the Board, [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).
2. SPD may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to, or clarifies the terms, provisions or requirements of the Solicitation. The Bidder should not rely on any representation, statement, or explanation whether written or verbal, other than those made in this Solicitation document or in any addenda issued.

3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation.

**E. Contents of Solicitation and Bidders' Responsibilities**

1. It is the responsibility of the Bidder to become thoroughly familiar with the requirements and terms and conditions of this Solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to contest any part of the General Terms and Conditions, Additional/Special Conditions and/or Technical Specifications contained in the Solicitation, the Bidder must file a notice of objection in writing with the issuing department, at least two workdays (*not less than forty-eight (48) hours*) prior to the Bid opening date and hour specified in the Solicitation. Failure to file a timely notice of objection will constitute a waiver of proceedings.
3. This Solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative/Implementing Orders, and Resolutions, as well as all applicable State Statutes and Federal Regulations. Where conflict exists between this Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State, and local.
4. It is the responsibility of the Bidder, prior to conducting any lobbying **regarding this** Solicitation, to file the appropriate form with the Clerk of the Board **stating that a particular lobbyist is authorized to represent the Bidder.** The Bidder shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder. Failure of a Bidder to file the appropriate form required, in relation to each Solicitation, may be considered as evidence that the Bidder is not a responsible Contractor. For more information, please use the following link to access the County's Clerk of the Board Lobbyist Online Registration and Information System:  
<https://www.miamidade.gov/Apps/COB/LobbyistOnline/Home.aspx>

**F. Change or Withdrawal of Bids**

1. Changes to Bid - Prior to the scheduled Bid opening, a Bidder may change its Bid by submitting a new Bid via INFORMS. No changes to a Bid will be accepted after the Bid opening.
2. Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. A Bid may be withdrawn one hundred-eighty (180) days **after** the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Solicitation. The withdrawal letter must be on the company letterhead and signed by an authorized agent of the Bidder.

**G. Conflicts within the Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Additional/Special Conditions, Technical Specifications, Bid Submittal Section, or any addenda issued, the order of precedence shall be as follows: (1) last addendum issued, (2) Bid Submittal Section, (3) Technical Specifications, (4) Additional/Special Conditions and, (5) General Terms and Conditions.

**H. Prompt Payment Terms**

**NO PAYMENT TERMS DISTINCTION SHALL APPLY TO SBE FOR FEDERALLY FUNDED PURCHASES**

It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74. and Section 2-8.1.4 of the Code of Miami-Dade County, the time at which payment

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

shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice.

**THE FOLLOWING PARAGRAPH, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES:**

*"The time at which payment shall be due for Small Business Enterprises (SBEs), shall be fourteen (14) calendar days from receipt of a proper invoice. Billings from Prime Contractors under either services or goods contracts pursuant to Sections 2-8.1.1.1.1 or 2-8.1.1.1.2 of the Code of Miami-Dade County, respectively, that are a SBE contract set-aside, bid preference or contain a subcontractor goal, shall be promptly reviewed and payment made by the County or Trust on those amounts not in dispute, within fourteen (14) calendar days of receipt of a proper invoice. The Prime Contractor shall pay those amounts not in dispute to subcontracting SBEs within two days of receipt of payment from the County."*

All payments for undisputed amounts due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or their designee, not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

**I. Accounts Receivable Adjustments**

In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Awarded Bidder to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Awarded Bidder under this Contract. Such retained amount shall be applied to the amount owed by the Awarded Bidder to the County. The Awarded Bidder shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Awarded Bidder for the applicable payment due herein.

**1.3. PREPARATION OF BIDS**

- A. Bidders must complete the Supplier/Vendor Registration within INFORMS, which is free of any charge, to respond to solicitations issued by Miami-Dade County.
- B. The Solicitation submittal form must be fully completed and provided with Bid. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized representative of the Bidder's firm must electronically sign the Solicitation submittal form and submit it electronically. **FAILURE TO SIGN THE SOLICITATION SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if Bid is conditioned to modifications, changes, or revisions to the terms and conditions of this Solicitation.
- E. The Bidder may submit alternate Bid(s) for the same Solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid."
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.

**1.4. CANCELLATION OF BID SOLICITATION**

Miami-Dade County reserves the right to cancel, in whole or in part, any

solicitation when it is in the best interest of the County.

**1.5. AWARD OF SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the Solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Solicitation, as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the Scope of Work/Technical Specifications of this Solicitation remains the same.
- E. Award of this Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to Section 2-8.1(g) of the Code of Miami-Dade County, the Bidder's performance as a Prime Contractor or Subcontractor on previous County contracts shall be considered in evaluating the Bid received for this Solicitation.
- G. To obtain a copy of the Bid tabulation, upon notice of award recommendation, Bidder may request bid tabulations or other award information by contacting the contact person outlined within the Solicitation. Information will then be provided electronically.
- H. The Solicitation, any addenda and/or properly executed modifications, the purchase order, work order, and any change order(s) shall constitute the resultant Contract.
- I. In accordance with Resolution R-1574-88, the Strategic Procurement Department Director or their authorized designee will decide all Tie Bids.
- J. Award of this Bid may be predicated on compliance with, and submittal of **all required documents as stipulated in the Solicitation.**
- K. In accordance with Resolution No. [R-828-19](#), the County reserves the right to request from any Bidder the disclosure of any lawsuits which include allegations of discrimination in the ten (10) years prior to date of the Solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits.
- L. The County further reserves the right to request and evaluate additional information from any Bidder after the submission deadline as the County deems necessary.
- M. Pursuant to Florida Statutes Section 287.05701, Bidders are hereby notified that the County will not request documentation of, or consider, the social, ideological or political interests of a Bidder when determining if a Bidder is a responsible vendor nor will the County give preference to a Bidder based on the Bidder's social, ideological or political interests.

**1.6. CONTRACT EXTENSION**

The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the Contractor in writing of the extension.

This Contract may be extended beyond the initial one hundred-eighty (180)

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

day extension period upon mutual agreement between the County and the Awarded Bidder upon approval by the Board of County Commissioners.

**1.7. WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this Solicitation. All goods furnished shall be fully guaranteed by the Awarded Bidder against factory defects and workmanship. At no expense to the County, the Awarded Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Additional/Special Terms and Conditions of the Solicitation may supersede the manufacturer's standard warranty.

**1.8. MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

All materials, except where recycled content is specifically requested, supplied by the Awarded Bidder under the Contract shall be new, warranted for their merchantability, and fit for the particular purpose herein. In the event any of the materials supplied to the County by the Awarded Bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the Awarded Bidder at its expense and the Contract terminated or, (2) the County may require the Awarded Bidder to replace the materials at its expense.

**1.9. QUANTITIES**

Quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and, (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-governmental or non-profit entities utilizing this Contract under the Joint Purchase portion of the County User Access Program (UAP) described in Paragraph 1.37 and the resultant Contract, if that section is present in this Solicitation document.

**1.10. NON-EXCLUSIVITY**

It is the intent of the County to enter into Contract with the Awarded Bidder that will satisfy its needs as described herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the Work and Services, or any portion thereof, herein described in any manner it sees fit, including but not limited to; award of other contracts, use of any Contractor, or perform the Work with its own employees.

**1.11. LOCAL PREFERENCE:**

**PARAGRAPH 1.11, LOCAL PREFERENCE, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

The evaluation of competitive bids is subject to Section 2-8.5 of the Code of Miami-Dade County, which, except where contrary to Federal and State law, or any other funding source requirements, provides that preference be given to local businesses. A Bidder shall affirm in writing its compliance with the requirements of Section 2-8.5 of the Code of Miami-Dade County at the time of submitting its Bid to be eligible for consideration as a "local business" under this Paragraph.

**A. A Local Business is defined as:**

1. a business that has a valid business tax receipt issued by the County at least one year prior to Bid submission;
2. a business that has physical business address located within the limits of Miami-Dade County from which the Bidder operates or performs

business ("Local Business Location"). The Bidder must own or lease the Local Business Location and the address, or another Local Business Location where the owner maintains the appropriate business permits, must have served as the place of employment for at least three full time employees of the Bidder for the continuous period of one year prior to the Bid submission. By exception, if the Bidder is a SBE certified pursuant to the Code of Miami-Dade County, the Local Business Location must have served as the place of employment for at least one full time employee of the Bidder for the continuous period of one year prior to the Bid submission. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and,

3. a business that contributes to the economic development and well-being of the County 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 in the County's tax base.
  4. If a Bidder is a joint venture, the joint venture shall be considered a "local business" if: (a) the joint venture entity meets the requirements of a "local business"; or (b) all of the constituent vendors comprising the joint venture meet the requirements of a "local business".
- B.** Additionally, a Locally Headquartered Business shall mean a Local Business as defined above, which has a "principal place of business" in Miami-Dade County. "Principal place of business" means *the nerve center or the center of overall direction, control, and coordination of activities of the Bidder*. If the Bidder has only one business location, such business location shall be its principal place of business.
- C.** If the responsive and responsible Bidder offering the low price ("Low Bidder" and "Low Bid" respectively) is not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent (10%) of the Low Bid, and any and all responsive and responsible Locally-Headquartered Businesses submitting a price within fifteen percent (15%) of the Low Bid, shall have an opportunity to submit a best and final offer bid equal to, or lower than the Low Bid.
- D.** If the Low Bidder is a Local Business which is not a Locally Headquartered Business, then any and all responsive and responsible Locally-Headquartered Businesses submitting a price within five percent (5%) of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final offer equal to or lower than the Low Bid.

**1.12. CONTINUATION OF WORK**

Any Work that commences prior to and extends beyond the expiration date of the current Contract period shall, unless terminated by mutual written agreement between the County and the Awarded Bidder, will continue until completion at the same prices, terms, and conditions.

**1.13. BID PROTEST**

**PROVISIONS FOR THE FILING FEE FOR SBE'S SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES.**

A recommendation for Contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the Code of Miami-Dade County, as amended, and as established in Implementing Order No. 3-21.

- A.** A written intent to protest shall be filed with the Clerk of the Board and emailed to all participants in the competitive process within three County workdays of the filing of the County Mayor's recommendation. This three-day period begins on the County workday after the filing of the County Mayor's or designee's recommendation. Such written



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

intent to protest shall state the grounds on which it is based and shall be accompanied by a filing fee as detailed below.

- B. The written intent to protest shall be accompanied by a non-refundable filing fee (the Filing Fee), payable to the Clerk of the Board, in accordance with the schedule provided below:

<u>Award Amount</u>	<u>Filing Fee</u>
\$25,000-\$250,000	\$500
\$250,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

**THE FOLLOWING PARAGRAPH, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASESES:**

*“The Filing Fee for a certified Small Business Enterprise (SBE) firm shall be fifty percent (50%) of the listed Filing Fee above, for such contracts set-aside for bidding solely by SBEs. To be entitled to the reduced Filing Fee, the SBE must be certified with the Division of Small Business Development or successor division or department, at the time of filing of the Bid protest.”*

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney within three County workdays after the filing of a written intent to protest.

- C. For award recommendations greater than \$250,000 the following shall apply:

The County’s recommendation to award or reject will be immediately communicated (via email) to all participants in the competitive process and filed with the Clerk of the Board.

- D. For award recommendations from \$25,000 to \$250,000 the following shall apply:

Participants may view recommendations to award on the SPD website:

<https://www.miamidade.gov/DPMwww/AwardRecommendations.aspx> or call the contact person as identified on the cover page of the Solicitation.

**1.14. FEDERAL, STATE AND LOCAL REQUIREMENTS COMPLIANCE**

As applicable, the Awarded Bidder shall comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State and County orders, statutes, ordinances, rules and regulations which may pertain to the goods and/or services specified under the Solicitation, including, but not limited to:

- a) Equal Employment Opportunity clause provided under 41 CFR Part 60-1 in accordance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and implementing regulations at 41 C.F.R. Part 60.
- b) Miami-Dade County Small Business Enterprises Development Participation Provisions.  
**Paragraph 1.14. b) MIAMI-DADE COUNTY SMALL BUSINESS ENTERPRISES DEVELOPMENT PARTICIPATION PROVISIONS SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**
- c) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
- d) The Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by the Department of Labor regulations (29 CFR Part 5).
- e) The Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented by the Department of Labor regulations (29 CFR Part 5).
- f) Section 2-11.1 of the Code of Miami-Dade County, “Conflict of Interest and Code of Ethics Ordinance.”
- g) Section 10-38 of the Code of Miami-Dade County, “Debarment of

- Contractors from County Work.”
- h) Sections 11A-60 – 11A-67 of the Code of Miami-Dade County, “Domestic Leave.”
- i) Section 21-255 of the Code of Miami-Dade County prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.
- j) The Equal Pay Act of 1963, as amended (29 U.S.C. 206(d)).
- k) Section 448.07, Florida Statute “Wage Rate Discrimination Based on Sex Prohibited.”
- l) Chapter 11A of the Code of Miami-Dade County (§ 11A-1 et. seq.) “Discrimination.”
- m) Chapter 22 of the Code of Miami-Dade County (§ 22-1 et seq.) “Wage Theft.”
- n) Chapter 8A, Article XIX, of the Code of Miami-Dade County (§ 8A-400 et seq.) “Business Regulations.”
- o) Any other laws prohibiting wage rate discrimination based on sex.

Pursuant to Miami-Dade County Resolution No. R-1072-17, by entering this Contract, the Awarded Bidder is certifying that the Awarded Bidder is in compliance with, and will continue to comply with, the provisions of items “a” through “o” above.

**1.15. LICENSES, PERMITS AND FEES**

The Awarded Bidder shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the Work required herein. Damages, penalties, and/or fines imposed on the County or an Awarded Bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections, shall be borne by said Awarded Bidder.

**1.16. SUBCONTRACTING**

When subcontracting is allowed and Subcontractors will be utilized, the Contractor shall comply with Section 2-8.8 of the Code of Miami-Dade County: (1) Prior to Contract award, the Bidder shall provide a detailed statement of its policies and procedures for awarding subcontracts, and (2) As a condition of final payment under a Contract, the Awarded Bidder shall identify Subcontractors used in the Work, the amount of each subcontract, and the amount paid and to be paid to each Subcontractor via the BMWS at <http://mdcsbd.gob2g.com>.

**1.17. SUBCONTRACTORS – RACE, GENDER AND ETHNIC MAKEUP OF OWNERS AND EMPLOYEES**

Pursuant to Sections 2-8.1 and 10-34 of the Code of Miami-Dade County, for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender, and ethnic origin of the owners and employees of its first tier Subcontractors and suppliers via the BMWS at <http://mdcsbd.gob2g.com>. The race, gender, and ethnic information must be submitted via BMWS as soon as reasonably available and, in any event, prior to final payment under the Contract. The Awarded Bidder shall not change or substitute first-tier Subcontractors or direct suppliers, or the portions of the Contract Work to be performed or materials to be supplied from those identified except, upon written approval of the County.

**1.18. ASSIGNMENT**

The Awarded Bidder shall not assign, transfer, hypothecate, or otherwise dispose of the Contract, including any rights, title, or interest therein, or its power to execute such Contract to any person, company or corporation without the prior written consent of the County.

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

**1.19. DELIVERY**

Unless otherwise specified in the Solicitation, prices quoted shall be Freight on Board (F.O.B.) Destination. Freight shall be included in the Bidder's proposed price.

**1.20. RESPONSIBILITY AS EMPLOYER**

All employees of the Awarded Bidder shall be, at all times, employees of the Awarded Bidder under its sole discretion, and not an employee or agent of the County. The Awarded Bidder shall provide competent employees. The County may require the Awarded Bidder to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County. Each employee of the Awarded Bidder shall have and wear proper identification.

**1.21. INDEMNIFICATION**

The Awarded Bidder shall indemnify, defend and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County 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 the agreement by the Awarded Bidder or its employees, agents, servants, partners, principals or Subcontractors. The Awarded Bidder 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 County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Awarded Bidder expressly understands and agrees that any insurance protection required by the Contract or otherwise provided by the Awarded Bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents, and instrumentalities as herein provided.

**1.22. INSURANCE REQUIREMENTS**

**Unless Otherwise Stated in the Solicitation**

A. The Awarded Bidder shall furnish to the Vendor Outreach & Support Services Section, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained and meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440. Failure to maintain such insurance throughout the term of the Contract shall be a cause for debarment under Section 10-38 of the Code of Miami-Dade County.
2. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the Work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

B. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

**C. Certificates of Insurance must meet the following requirements:**

1. Signature of agent must be included.
2. If Automobile Liability Insurance is required above, insurance must be provided for all the following vehicles:
  - a) Owned
  - b) Non-owned
  - c) Hired
3. If Commercial General Liability Insurance is required above, Certificate of Insurance must show **Miami-Dade County as an additional insured for that coverage.**
4. Certificate Holder must read exactly as presented below:

**Miami-Dade County**  
**111 N.W. 1st Street, Suite 2340**  
**Miami, FL 33128-1974**

D. Compliance with the requirements in this Paragraph shall not relieve the Awarded Bidder of its liability and obligation under this, or under any other, section of the Contract. The Awarded Bidder shall provide the County with the insurance documents within ten (10) business days after notification of recommendation to award. If the certificate submitted does not include the coverages outlined in the terms and conditions of this Solicitation, the Awarded Bidder shall have an additional five (5) business days to submit a corrected certificate to the County. Failure of the Awarded Bidder to provide the required insurance documents in the manner and within the timeframes prescribed may result in the Awarded Bidder being deemed non-responsible and the issuance of a new award recommendation.

No Work shall be authorized or shall commence under the Contract until the Awarded Bidder has complied with the foregoing insurance requirements.

E. The Awarded Bidder shall assure that the Certificates of Insurance required in conjunction with this Paragraph remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If any Certificate of Insurance is scheduled to expire during the term of the Contract, the Awarded Bidder shall submit new or renewed Certificate(s) of Insurance to the County before such expiration.

F. In the event that expired Certificates of Insurance are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificates are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the Awarded Bidder shall be responsible for all direct and indirect costs associated with such termination.

**1.23. COLLUSION**

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two or more related parties, as defined herein, each submit a Bid for any contract, such Bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Bids. Related parties shall mean the Bidder; the principals, corporate officers, and managers of a Bidder; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Bidder or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Bidder

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

for the same contract or in which a parent company or the principals thereof of one Bidder have a direct or indirect ownership interest in another Bidder for the same contract. Bid found to be collusive shall be rejected. Bidders who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

**1.24. MODIFICATION OF CONTRACT**

The Contract may be modified by mutual consent, in writing through the issuance of a modification to the Contract.

**1.25. TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this Contract for convenience (without cause) upon providing a written notice. Termination for convenience is effective on the termination date stated in the written notice provided by the County. Upon receipt of such notice, the Contractor shall not incur any additional costs under the Contract. The County shall only be liable for reasonable costs incurred by the Contractor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**1.26. TERMINATION FOR DEFAULT**

The County reserves the right to terminate this Contract, in part or in whole, or place the Contractor on probation, or to avail itself of all other remedies available at law and equity, inclusive injunctive relief and specific performance, in the event the Contractor fails to perform in accordance with the terms and conditions stated herein. Following breach of the Contract by the Contractor, the County shall provide written notice specifying the breach to the Contractor and advising the Contractor that the breach must be cured immediately, or this Contract may be terminated by the County. The County further reserves the right to suspend or debar the Contractor in accordance with the appropriate County ordinances, resolutions and/or administrative/implementing orders. The Contractor will be notified by letter of the County's intent to terminate if, following the initial notice of breach, the Contractor fails to timely or adequately, and to the satisfaction of the County, cure said breach. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement costs shall be borne by the terminated Contractor. The Contractor shall be responsible for all other direct damages incurred by the County arising out of the breach.

**1.27. BREACHES AND DISPUTE RESOLUTION**

- (1) **Disputes and Remedies.** Disputes arising in the performance of this Contract which are not resolved by the Contractor and the County's project manager or contract manager, shall be referred, in writing, to the authorized representative of the County Mayor for a decision. If there is a disagreement among the parties regarding the decision of the County Mayor's representative, then either party may submit any claim, counterclaim, dispute, and other matters in question between the County and the Contractor arising out of or relating to this Contract or its breach to a court of competent jurisdiction within Miami-Dade County.
- (2) **Performance During Dispute.** Unless otherwise directed by the County, Contractor shall continue performance under this Contract while matters in dispute are being resolved.
- (3) **Claims for Damages.** Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of their employees, agents or others for whose acts they are legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

**1.28. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.4.1 of the Code of Miami-Dade County, any individual, corporation, or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation, or material misstatement, may be debarred. The County, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.29. OFFICE OF THE INSPECTOR GENERAL  
THE COST OF RANDOM AUDITS SHALL NOT APPLY TO  
FEDERALLY FUNDED PURCHASES**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records, and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts.

**THE FOLLOWING PARAGRAPH, IN ITS ENTIRETY, SHALL NOT  
APPLY TO FEDERALLY FUNDED PURCHASES:**

*"The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the Code of Miami-Dade County."*

**1.30. PRE-AWARD INSPECTION**

The County may conduct a pre-award inspection of the Bidder's site or hold a pre-award qualification hearing to determine if the Bidder is capable of performing the requirements of this Solicitation.

**1.31. PROPRIETARY/CONFIDENTIAL INFORMATION**

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 electronically signing the Solicitation submittal form, 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.

**1.32. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY  
ACT (HIPAA)**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IH) and/or Protected Health Information (PHI)" shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

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

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and Subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Awarded Bidder must give its customers written notice of its privacy information practices including specifically a description of the types of uses and disclosures that would be made with protected health information.

**1.33. CHARTER COUNTY TRANSIT SYSTEM SALES 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 for those portions of a purchase order utilizing Charter County Transit System Sales Surtax funds as part of a multi-department Contract, nor a Contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the Contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the aforementioned provisions, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the CITT.

**1.34. LOBBYIST CONTINGENCY FEES**

In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May 16, 2003, no person may, in whole or in part, pay, give, or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.35. AUDITS – ACCESS TO RECORDS**

The County, through its duly authorized representatives and governmental agencies, shall until the expiration of three years after the expiration of this

Contract and any extension thereof, have access to and the right to examine and reproduce any of the Awarded Bidder's books, documents, papers and records and of its Subcontractors and Suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Contract.

Pursuant to Section 2-481 of the Code of Miami-Dade County, the Awarded Bidder will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Awarded Bidder agrees to maintain an accounting system that provides accountancy records that are supported with adequate documentation and procedures for determining the allowability and allocability of costs.

**1.36. INVOICES**

The Awarded Bidder shall invoice the County, as specified in this Solicitation. The invoice date shall not exceed thirty (30) calendar days from the delivery of the items or the provision of Services, unless otherwise noted in the Contract. Under no circumstances shall the invoice be submitted to the County in advance of the delivery and acceptance of the items or provision of and acceptance of the Services. Failure to submit invoices in the prescribed manner will delay payment.

All invoices shall contain the following information:

- I. Awarded Bidder 's Information:
  - Name of the Awarded Bidder as specified on the Award Notice issued by the County.
  - Date of Invoice
  - Unique Invoice number
  - Awarded Bidder's Federal Identification Number on file with the County and the State of Florida.
- II. County Information:
  - County Release Purchase Order Number
- III. Pricing Information:
  - Unit price of the goods and/or services provided
  - Extended total price of the goods and/or services provided
  - Applicable discounts
- IV. Goods or Services Provided:
  - Description
  - Quantity
- V. Delivery Information:
  - Delivery terms set forth within the County Release Purchase Order
  - Reference to (or include a copy of) the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County at the time the items were delivered and accepted.
  - Location and date of delivery of goods and/or services provided.

**1.37. COUNTY USER ACCESS PROGRAM (UAP)**

**PARAGRAPH 1.37. COUNTY USER ACCESS PROGRAM (UAP), IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

**A. User Access Fee**

Pursuant to Section 2-8.10 of the Code of Miami-Dade County, this Contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Contract, or any Contract resulting from the Solicitation, and the utilization

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

of the County Contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all Contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The Awarded Bidder providing goods or services under this Contract shall invoice the Contract price and shall accept as payment thereof the Contract price less the two percent (2%) UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the two percent (2%) UAP for use by the County to help defray the cost of the procurement program. Bidder participation in this invoice reduction portion of the UAP is mandatory.

**B. Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County Contract pricing and terms and conditions. The County will provide the approved entities a UAP Participant Validation Number. The Awarded Bidder must obtain the participation number from the entity prior to filling any order placed pursuant to this Paragraph. Awarded Bidder participation in this joint purchase portion of the UAP, however, is voluntary. The Awarded Bidder shall notify the ordering entity, in writing, within three (3) business days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Awarded Bidder shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity, and prior to shipping of goods.

The County shall have no liability to the Awarded Bidder for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Awarded Bidder and shall be paid by the ordering entity less the two percent (2%) UAP.

**C. Bidder Compliance**

If an Awarded Bidder fails to comply with the aforementioned provisions, that Contractor may be considered in default by the County.

**1.38. DEMONSTRATION OF EQUIPMENT MAY BE REQUIRED DURING EVALUATION**

After receipt of Bids by the County, Bidders may be required to demonstrate specifically offered equipment/product to County personnel, at no additional cost. The purpose of this demonstration is to observe the equipment/product in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this Solicitation.

If a demonstration is required, the County will notify the Bidder in writing and specify the date, time and location of the demonstration. If the Bidder fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that Bidder's offer, or to reschedule the demonstration, whichever action is determined to be in the best interest of the County. The County shall be the sole judge of the acceptability of the equipment/product in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the Bidder's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment/product to be provided by the Awarded Bidder during the Contract term shall conform to the equipment used in the demonstration. The Awarded Bidder shall provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the Contract.

**1.39. EQUIPMENT SHALL BE MOST RECENT MODEL AVAILABLE**

The equipment being offered by the Awarded Bidder shall be the most recent model available. Any optional components which are required in accordance with the specifications herein shall be considered standard equipment for the purposes of this Solicitation. Demonstrator models will not be accepted. Omission of any essential detail from the specifications herein does not relieve the Awarded Bidder from furnishing a complete unit. The equipment shall conform to all applicable Federal (including OSHA), State, and local safety requirements. All components (whether primary or ancillary) of the delivered equipment shall be in accordance with current Society of Automotive Engineering (SAE) standards and recommended practices, as applicable. The engineering, materials, and workmanship associated with the Awarded Bidder's performance hereunder shall exhibit a high-level of quality and appearance consistent with or exceeding industry standards.

**1.40. PATENTS AND ROYALTIES**

The Awarded Bidder, without exception, shall indemnify and hold harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the Contractor. The Awarded Bidder has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by Awarded Bidder or is based solely and exclusively upon the County's alteration of the article. The purchaser (County) will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the Awarded Bidder may, at its option and expense, procure for the purchaser (County) the right to continue use of, replace, or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the Awarded Bidder and receive reimbursement, if any, as may be determined by a court of competent jurisdiction). If the Awarded Bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the Work.

**1.41. TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS**

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances which they may be exposed to in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Accordingly, the Awarded Bidder performing under the Contract shall provide two complete sets of Material Safety Data Sheets to each County Department utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis.

For additional information on the Federal Right to Know Regulation, contact OSHA at <https://www.osha.gov/>.

**1.42. GOVERNING LAW AND VENUE**

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall



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

be governed by, and construed in accordance with, the laws of the State of Florida. Venue shall be Miami-Dade County.

**1.43. BANKRUPTCY**

The County reserves the right to terminate this Contract, if, during the term of any contract the Awarded Bidder has with the County, the Awarded Bidder becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Awarded Bidder under federal bankruptcy law or any state insolvency law.

**1.44. SURVIVAL**

The parties acknowledge that any of the obligations in this Contract will survive the term, termination, and cancellation hereof. Accordingly, the respective obligations of the Awarded Bidder and the County under this Contract, which by nature would continue beyond the termination, cancellation, or expiration thereof, shall survive termination, cancellation or expiration hereof.

**1.45. SMALL BUSINESS ENTERPRISE (SBE) MEASURES**

**PARAGRAPH 1.45. SMALL BUSINESS ENTERPRISE (SBE) MEASURES, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

A Small Business Enterprise (SBE) is a business entity certified by the Office of Small Business Development (SBD), providing goods or services, which has a valid business tax receipt issued by the County at least one year prior to certification, an actual place of business in Miami-Dade County, not a virtual office, and whose three-year average gross revenues do not exceed the following contracting participation levels:

- (i) Tier 1 - \$0 to \$750,000;
- (ii) Tier 2 - \$750,000.01 to \$2,000,000;
- (iii) Tier 3 - \$2,000,000.01 to \$5,000,000; or
- (iv) Tier 4 - \$5,000,000.01 to \$8,000,000.

The term Small Business Enterprise, as it applies to **goods only**, shall also include manufacturers with one hundred (100) employees or less, or wholesalers with fifty (50) employees or less, without regard to gross revenues. A wholesaler or manufacturer must comply with all other requirements of this section to be a certified SBE.

An SBE measure applies to this Solicitation as follows and as otherwise stipulated in Sections 2-8.1.1.1.1, 2-8.1.1.1.2, and 10-34 of the Code and Miami-Dade County and Implementing Order 3-41 in case of changes to legislation. After award, any changes in SBE participation must be approved by SBD. The BMWS is the web-based system that firms must utilize to comply with SBE, Wage and/or Workforce programs, and Subcontractor reporting requirements (<http://mdcsbd.qob2g.com>).

**Set-Asides**

Contract may be set aside for SBE participation where prior to Solicitation advertisement, there are at least three available SBEs to perform the contract, and where such set-aside is in the best interest of the County. Where applicable:

- (i) contracts greater than \$250,000 to \$750,000 shall be set-aside for Tier 1 SBEs;
- (ii) contracts from \$750,000.01 to \$2 million shall be set-aside for Tier 2 SBEs;
- (iii) contracts from \$2,000,000.01 to \$5 million shall be set-aside for Tier 3 SBEs; and
- (iv) contracts from \$5,000,000.01 to \$8 million shall be set-aside for Tier 4 SBEs.

Lower tier SBEs may bid on higher tier set-asides.

Contracts set-aside for SBE participation shall have the following preferences: ten percent (10%) for Tier 1 SBEs; five percent (5%) for Tier 2 SBEs; and zero (0) percent for Tier 3 and Tier 4 SBEs. The preference shall be used only to evaluate a Bid and shall not affect the Contract price.

For Contracts set-aside for SBE participation, Bidders must submit a completed Certificate of Assurance acknowledging the required SBE measure at the time of Bid submission. Where subcontracting is allowed or required on a set-aside contract, Bidders may also be required to submit a Utilization Plan via BMWS.

**Bid Preference**

For awards valued from \$250,000.01 up to one million dollars (\$1,000,000) and not set-aside for SBEs, a ten percent (10%) bid preference shall automatically apply for Tier 1 and Tier 2 SBEs and a five percent (5%) preference shall automatically apply for Tier 3 and Tier 4 SBEs. The preference accorded on awards greater than one million dollars (\$1,000,000) and not set-aside for SBEs shall be five percent (5%) of the Bid price for all tier SBEs, including BAFO submissions. Preferences shall be applied to the Bid price of Bidders that are SBE's or joint ventures with at least one SBE firm.

The preference shall be used only to evaluate a Bid and shall not affect the Contract price. Application of preference shall be applied in accordance with the requirements of Paragraph 1.47.

**Subcontractor Goals**

Subcontractor goals may be applied to a Contract based on estimates made prior to Solicitation advertisement of the quality, quantity and type of subcontracting opportunities provided by the Contract and the availability of SBEs to perform such Work. Only SBEs certified to provide the type of goods or services are counted towards meeting a goal. For contracts in which a goal is applied, Bidder must submit (1) a completed Certificate of Assurance acknowledging the required SBE measure at the time of Bid submission and (2) a Utilization Plan listing the certified SBEs to fulfill the SBE goals via BMWS, upon notification by SBD or BMWS, within the required time frame. The Contractor will be responsible for reporting payments to Subcontractors, and Subcontractors must confirm the reported payments, via BMWS, within the specified time frame.

**Certification**

**SBEs must be certified by SBD. For certification information, please contact SBD at 305-375-3111 or online at <https://www.miamidadegov/smallbusiness/enterprise-programs.asp>. The enterprises must be certified by bid submission deadline and at contract award, to remain eligible for the preference.**

To search for SBE certified firms or view a firm's certification status, please visit the BMWS website at <https://mdcsbd.qob2g.com>.

**1.46. LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE**

**PARAGRAPH 1.46. LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

This Solicitation includes a preference for Miami-Dade County Local Certified Veteran Business Enterprises (VBE) in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. "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 submittal is

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

certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

A Local Certified Veteran Business Enterprise that submits a bid for a contract shall receive a bid preference of five percent (5%) of the bid price. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Veteran Business Enterprise is the lowest Bidder as a result of a Best and Final Offer (also known as a BAFO), then the price submitted as part of the Best and Final Offer shall be the Contract price.

At the time of Bid submission, the Bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the Solicitation submittal form.

**1.47. APPLICATION OF PREFERENCES**

**PARAGRAPH 1.47. APPLICATION OF PREFERENCES, IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

The preferences required by the Code of Miami-Dade County for the Solicitation will be applied in the following manner:

- (1) The County will apply first the preferences available to SBEs under Sections 2-8.1.1.1(3)(c)(3), 2-8.1.1.1(3)(c)(4), and 2-8.1.1.2(3)(c)(3) without reference to preferences which may be available to local or locally headquartered businesses under other provisions of the Code.
- (2) The County will apply the local and locally headquartered business preferences only after applying the preferences provided in subsection 1 above.
- (3) In determining whether a SBE is entitled to the opportunity to submit a best and final bid offer equal to or lower than the low bid under Section 2-8.5 (2)(a)(1), the Bid of the SBE shall be reduced by the amount of any preference to which the SBE is entitled under Section 2-8.1.1.1(3)(c)(3) and Section 2-8.1.1.2(3)(c)(3), which shall be referred to as the SBE evaluation price. The SBE evaluation price shall be used for evaluating the SBE's opportunity to participate in the best and final bid offer.
- (4) The preference to Local Certified Veteran Business Enterprises provided for under Section 2-8.5.1 shall be applied without reference to any bid preference or selection factor available to an SBE.

**1.48. ADDITIONAL/SPECIAL SECURITY REQUIREMENTS AT CERTAIN MIAMI-DADE COUNTY DEPARTMENTS**

Miami-Dade Aviation (MDAD), Water and Sewer (WASD), Transportation and Public Works (DTPW) and Seaport (PortMiami) Departments operate under strict security regulations. These regulations involve the issuance of additional identification (ID) cards.

Awarded Bidders performing services at MDAD must follow all required security procedures. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and, may include bonding for a Customs I.D. For Customs ID, call 305-345-6528 or email [miamiairportsecurityoffice@cbp.dhs.gov](mailto:miamiairportsecurityoffice@cbp.dhs.gov) for information. For MDAD ID, call 305-876-7188 for appointment and to pick-up package. Awarded Bidders are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of Contract.

Complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the PortMiami and WASD frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the departments at the

current cost of \$60.00 per applicant per year. Therefore, the Awarded Bidder shall obtain and pay for ID cards for each of their employees and/or agents who will be frequently visiting or performing Services in restricted areas.

For more information concerning PortMiami ID cards, you may contact the PortMiami ID Office at (305) 347-4955.

For more information concerning WASD ID cards, contact the WASD security at (786) 552-8271.

For the Department of Transportation and Public Works (DTPW), all Awarded Bidders and their employees are required to have at all times a current ID card issued by DTPW while working on DTPW property. For information as to the requirements in obtaining the ID card, contact the Office of Safety and Security by calling 305-375-4240. Additional Security Clearance may be required during the Contract term as may be mandated by County ordinance, local, state, federal laws, or department policy. Awarded Bidders will be charged a minimal fee for the badging requirement.

**1.49. FIRST SOURCE HIRING REFERRAL PROGRAM ("FSHRP")**  
**PARAGRAPH 1.49. FIRST SOURCE HIRING REFERRAL PROGRAM ("FSHRP"), IN ITS ENTIRETY, SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASES**

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the Awarded Bidder, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board ("SFWIB"), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County Contract through the SFWIB. If no suitable candidates can be employed after a referral period of three (3) to five (5) days, the Awarded Bidder is free to fill its vacancies from other sources. Awarded Bidders will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of Contract until Awarded Bidder performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the non-compliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at: [First Source Registration \(careersourcesfl.com\)](http://careersourcesfl.com).

**1.50. NONDISCRIMINATION**

During the performance of this Contract, Awarded Bidder agrees to not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts based on source of income, and will take affirmative action to ensure that employees and applicants are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

By entering into this Contract, the Awarded Bidder attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this

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

Contract void. This Contract shall be void if the Awarded Bidder submits a false affidavit pursuant to this Resolution or, the Awarded Bidder violates the Act or the Resolution during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

**1.51. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF MIAMI-DADE COUNTY**

The Awarded Bidder shall comply with the Public Records Laws of the State of Florida, including but not limited to: (1) keeping and maintaining all public records that ordinarily and necessarily would be required by the County in order to perform the service; (2) providing the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (3) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meeting all requirements for retaining public records and transferring, at no cost, to the County all public records in possession of the Contractor upon termination of the Contract and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements upon such transfer. In addition, all records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to meet any of these provisions or to comply with Florida's Public Records Laws as applicable, shall be a material breach of the Contract and shall be enforced in accordance with the terms of the Contract.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 375-5773; ISD-VSS@MIAMIDADE.GOV; 111 NW 1 STREET, SUITE 1300, MIAMI, FLORIDA 33128**

**1.52. ASPIRATIONAL POLICY REGARDING DIVERSITY**

Pursuant to Resolution No. R-1106-15, Miami-Dade County Suppliers/Vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of Work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations.

**1.53. PROHIBITION ON POLYSTYRENE ARTICLES IN MIAMI-DADE COUNTY PARKS**

Pursuant to Rule 36 of Chapter 26 of the Code of Miami-Dade County, Parks, Recreation and Open Spaces Department Contractors (Parks Contractors) shall not sell, use, provide food in, or offer the use of Polystyrene articles, also known as Styrofoam, on park property or facilities located within Miami-Dade County Parks. This rule is applicable to a contractor, vendor, lessee, licensee, programming partner, or permittee of the County that uses, works on, provides services at, or undertakes construction of a park property; a special events permittee for an event in a park; or an operator or manager of a park property or a facility within a park.

This rule shall not apply to Polystyrene articles that are used for prepackaged food that have been filled and sealed prior to receipt by the Parks Contractor. A violation of this rule shall be deemed a default under the terms of the applicable contract between the County and the Parks Contractor.

**1.54. VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY)**

By entering into this Contract, the Contractor and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled "Employment Eligibility." The Contractor affirms that (a) it has registered and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Contractor; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract. Registration information is available at: (<http://www.uscis.gov/e-verify>)

If County has a good faith belief that Contractor has knowingly violated Section 448.09(1), Florida Statutes, then County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination, the Contractor agrees and acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095, Florida Statutes, but Contractor has otherwise complied with its requirements under those statutes, then Contractor agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, Contractor, or Subcontractor no later than twenty (20) calendar days after the date of contract termination.

**1.55. LABOR, MATERIALS, AND EQUIPMENT**

Awarded Bidder shall furnish all labor, materials, and equipment necessary for satisfactory Contract performance. When not specifically identified in the Technical Specifications, such materials and equipment shall be of a suitable type and grade for the purpose of the Work and Contract. All materials, workmanship, and equipment shall be subject to inspection and approval by the County prior to commencement of the Work, unless otherwise specified in the Solicitation.

**1.56. ACCIDENT PREVENTION AND BARRICADES**

Precautions shall always be exercised for the protection of persons and property. All Awarded Bidders performing Services under the Contract shall conform to all relevant Occupation Safety and Health Administration (OSHA) requirements, State and County regulations, and County department's safety procedures during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Awarded Bidder. Barricades shall be provided by the Awarded Bidder when Work is performed in areas traversed by persons, or when deemed necessary by the County.



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

**1.57. CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday and disposed of in accordance with all laws and permits pertaining to the safe and proper disposition of the materials and debris. Upon final completion, the Awarded Bidder shall thoroughly clean up all areas where Work has been involved, as mutually agreed with the associated department's project manager.

**1.58. 2026 WORLD CUP**

The terms of this agreement are subordinate to the terms of the Airport Agreement submitted by Miami-Dade County to the United States Soccer Federation on February 21, 2018. In carrying out its obligations under this Contract, Contractor shall not take or omit any action which is inconsistent with, or in derogation of, the County's obligations under the Airport Agreement. Where the Contractor's rights or obligations under this Contract are in conflict with the County's obligations under the Airport Agreement, and upon notice by the County to Contractor, the terms of this Contract shall be deemed conformed to the County's obligations under the Airport Agreement. Where such conformance would cause a material change in this Contract, Contractor shall have the right, upon written notice to the County within five days of receipt of notice of such a conflict, to terminate this Contract for convenience; in such termination, the Contractor shall have no cause of action for money damages of any kind, including but not limited to direct damages, unamortized costs or debt, stored or ordered materials, indirect damages, lost profits, loss of opportunity, loss of goodwill, or otherwise. In the event that the Contractor does not elect to terminate this Contract within the time specified herein, this Contract shall be deemed to have been amended via consent of the parties to conform its terms to the requirements of the Airport Agreement, but only to the extent needed to avoid conflict with same.

**1.59. FAA ADDITIONAL/SPECIAL PROVISIONS**

**A. Compliance with Nondiscrimination Requirements**

During the performance of this Contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Contract.
2. **Non-discrimination:** The Contractor, with regard to the Work performed by it during the Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of Subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all Solicitations, either by competitive bidding, or negotiation made by the Contractor for Work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential Subcontractor or Supplier will be notified by the Contractor of the Contractor's obligations under this Contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records,

accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a Contractor's non-compliance with the Nondiscrimination provisions of this Contract, the sponsor will impose such Contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the Contract until the Contractor complies and/or;
  - b. Cancelling, terminating, or suspending a Contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contract Provisions Issued on January 29, 2016, Page 19 AIP Grants and Obligated Sponsors Airports (ARP) unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a Subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**B.** All Contracts and subcontracts that result from this Solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

**C.** All Contracts and subcontracts that result from this Solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their Subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

**1.60. FORCE MAJEURE**

Under applicable law, shall refer to an act of nature (such as, but not limited to, a hurricane, flood, and/or earthquake), war, terrorism, riot, sovereign

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

conduct, strikes, lockouts, fires, epidemics and/or pandemic, adverse governmental conditions or conduct of third parties.

Neither the County nor the Contractor shall be held liable or responsible to the counterparty nor be deemed to have defaulted under or breached this Contract for failure or delay in performing any obligation under this Contract when such failure or delay is caused by an act of Force Majeure. Within twenty-four (24) hours of the occurrence of an act of Force Majeure, the affected party shall notify the counterparty of the act by sending an e-mail message to the project manager of the other party. In addition, the affected party shall provide to the counterparty within seven days of determining the cause of the Force Majeure, a written explanation via e-mail concerning the circumstances that caused the act of Force Majeure and the overall impacts to the Contract. Upon receipt of the written explanation, the parties shall mutually agree to any contractual modifications as necessary to continue the Contract with minimal impact to County operations. The County maintains the right to terminate the Contract for convenience, negotiate with the next low Bidder, or obtain the goods and/or services through a separate contract.

**1.61. PROHIBITION AGAINST GOVERNMENTAL ENTITY CONTRACTS WITH COMMON CARRIER OR CONTRACTED CARRIER**

By entering into, amending, or renewing this Contract, including, without limitation a grant agreement or economic incentive program payment agreement (all referred to as "Contract"), as applicable, the Common Carrier or Contracted Carrier (collectively referred to as "Carrier" or "Contractor") is obligated to comply with the provisions of Section [908.111](#), Florida Statutes ("F.S."), titled "Prohibition against governmental entity contracts with Common Carriers," etc. as amended, which is deemed as being incorporated by reference in this Contract. All definitions and requirements from Section [908.111](#), F.S. apply to this Contract.

This compliance includes Contractor providing an attestation that it is not willfully providing, nor will it willfully provide, any service during the Contract term in furtherance of transporting a person into the State of Florida knowing that the person is an unauthorized alien, except to facilitate the detention, removal, or departure of the person from the State of Florida or the United States. This attestation by the Contractor shall be in the form attached to this Contract as **Exhibit A - Common Carrier or Contracted Carrier Attestation Form** and must be executed by Contractor and provided to Miami-Dade County when entering, amending, or renewing this Contract. This Contract shall not be effective unless and until Contractor executes and provides such attestation.

Additionally, the Contractor acknowledges and agrees that this Paragraph and the corresponding compliance with the requirements of Section [908.111](#), F.S., are deemed added to Paragraph 1.14 of the Contract (**FEDERAL, STATE, AND LOCAL COMPLIANCE REQUIREMENTS**). The Contractor further affirms that if it is found in violation of the required attestation, or of any requirement of the Contractor set forth in Section [908.111](#), F.S., such violation shall be just cause for immediate termination of the Contract by the County, without opportunity to cure, and exclusive of any procedures to cure set forth in elsewhere in the Contract for other events of default. Such termination shall be effective on the termination date stated in the written notice provided by the County and Contractor shall take all actions as provided for in Paragraph 1.26 of this Contract. If County terminates this Contract for cause under this subsection, County shall retain its rights under Paragraph 1.28 of the Contract to (1) terminate or cancel any other Contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall pay all direct or indirect costs associated with such termination or

cancellation, including attorneys' fees, and (2) debar Contractor from County contracting in accordance with the County debarment procedures.

**1.62. CYBERSECURITY AND INFORMATION TECHNOLOGY PROCUREMENT AND PROTECTION PROGRAM**

All purchases of Cybersecurity Products shall abide by [Sec. 2-8.2.6.2](#) of the Code of Miami-Dade County, titled Cybersecurity and Information Technology Procurement and Protection Program. The proposed software and/or hardware shall be produced in the United States, with the following exceptions:

- (a) the required Cybersecurity Product is not produced in the United States, or if such required Cybersecurity Product is produced in the United States and it is not of a satisfactory quality to meet the needs of Miami-Dade County;
- (b) upon a written recommendation of the County Mayor and approved by a majority vote of the Board of County Commission members present, compliance with the procurement and contracting requirements of [Sec. 2-8.2.6.2](#) of the Code of Miami-Dade County is not consistent with the best interests of the public; or
- (c) the Cybersecurity Product is purchased from a company or subsidiary that is not on the list of prohibited telecommunications companies in the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Public Law 115-232, as that list may be amended from time.

Awarded Bidder's employees who have access to County owned, licensed, or operated Cybersecurity Products shall be subject to Heightened Security Review prior to such employees being granted access to County Cybersecurity Products.

**1.63. POURING RIGHTS**

The County reserves the right, at its sole and absolute discretion, to enter into future agreements with other Suppliers/Vendors to provide such Suppliers/Vendors the exclusive right to supply the County with Beverages or enter into agreements that provide that certain branded Beverages shall be the only Beverages that will be sold, dispensed, or served at County facilities. Such agreements may take the form of Pouring Rights agreements, sponsorship agreements, marketing partnership agreements or other exclusive rights agreements. The Contractor agrees and acknowledges that because of such future agreements the Contractor may be required to supply only Beverages of a certain brand to the County. Additionally, the Contractor agrees and acknowledges that such agreements may cause the County to terminate this agreement with the Contractor.

**1.64. COMPLIANCE WITH FEDERAL PROVISIONS, INCLUDING FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

The following provisions apply for the purchase of goods, services, construction or repairs to be provided as a result of any award under this Solicitation, by an Awarded Bidder to Miami-Dade County, and funded, in whole or in part, by Federal assistance in the form of grant, subgrant, loan or reimbursement either directly to the County as a recipient or as a subrecipient of funding provided from the Federal government to an agency of the State of Florida or to another pass-through agency..

**A. EQUAL EMPLOYMENT OPPORTUNITY**

- i. **Applicability.** This requirement applies to all FEMA grant and cooperative agreement programs.
- ii. **Required Language.** 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

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

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as

provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

*Provided*, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work. *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (Applicability. This requirement applies to all FEMA grant and cooperative agreement programs for Contracts exceeding \$25,000)**

- (1) Contractors who apply or bid for, or have received an award exceeding \$25,000, shall file the attached **Exhibit C – Suspension and Debarment Certification Form**.
- (2) Contract is a covered transaction for purposes of 2 CFR Part 180 and

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

2 CFR Part 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).

- (3) Contractor must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (4) Certification is a material representation of fact relied upon by Miami-Dade County. If it is later determined that the Contractor did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (5) The Bidder agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C while this Bid is valid and throughout the period of any Contract that may result from this Solicitation. The Bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**C. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT (Applicability: Funding agreement)**

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by FEMA.

This requirement applies to "*funding agreements*," but it **DOES NOT apply to the FEMA Public Assistance Program**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of "funding agreement."

**D. BYRD ANTI-LOBBYING CERTIFICATION AND DISCLOSURE STATEMENTS (Applicability: All contracts greater than \$100,000)**

Contractors who apply or bid for, or have received an award exceeding \$100,000, shall file the attached **Exhibit B – Byrd Anti-Lobbying Certification and Disclosure Statements**. Each tier certifies to the tier above that it will not and has not used federally 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 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the recipient who in turn will forward the certification(s) to Federal awarding agency. If applicable, Contractors must sign and submit to the non-federal entity the following certification.

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements  
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 influencing or attempting to influence 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.
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.

Refer to Exhibit B - Byrd Anti-Lobbying Certification and Disclosure Statement

**E. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148) and COPELAND "ANTI-KICKBACK" ACT (18 USC § 40 U.S.C. 3145).**

The Copeland Anti-Kickback Act applies to all contracts for construction or repair work above \$2,000 in situations where the Davis-Bacon Act also applies and provides that each Contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. The Davis-Bacon Act applies to the Emergency Management Performance Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. They do not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.

Accordingly, if applicable to this Contract,

- (1) All prime construction contracts exceeding \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

In accordance with the statute, and if applicable, the Contractor must pay all laborers and mechanics employed or working upon the site of the Work wages at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor pursuant to 29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) at rates not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be required to pay wages not less than once a week. The County will attach a copy of the

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

current prevailing wage determination issued by the Department of Labor to this solicitation.

Effective October 23, 2023, the U.S. Department of Labor implemented the Wage and Hour Division's (WHD) original methodology for determining prevailing wages, known as the "three-step process" that was in effect prior to 1983. According to said process, in the absence of a wage rate paid to a majority of workers in a particular classification, a wage rate will be considered prevailing if it is paid to at least 30% of such workers. Only if no wage rate is paid to at least 30% of workers in a classification will a weighted average rate be used.

Other wage determination improvements noted in the Davis-Bacon amendments of October 2023 are noted below:

- (a) Frequently Conformed Rates – permits the Department of Labor to list on wage determinations a new category of supplemental wage and fringe benefit rates for classifications for which the Department's WHD received insufficient data through its wage survey process and for which conformance requests are regularly submitted.
- (b) Periodic Adjustments to Wage Determinations – permits WHD to periodically adjust certain non-collectively bargained prevailing wage and fringe benefit rates between Davis-Bacon wage surveys so that these rates do not become out-of-date and fall behind prevailing rates in the area. Such rates may be adjusted based on U.S. Bureau of Labor Statistics Employment Cost Index (ECI) data no more frequently than once every three (3) years, and no sooner than three (3) years after the date of the rate's publication.
- (c) Use of State or Local Agency Prevailing Wage Rates - allows WHD to adopt prevailing wage rates set by state or local officials, even if the state or locality's methods or criteria for determining the prevailing wage are not precisely the same as WHD's provided that specified criteria are met.

The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a Contract or Subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- a. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of 29 CFR §5.5; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR § 5.5(a)(4).

- b. Laborers or mechanics performing Work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, that the employer's payroll records accurately set forth the time spent in each classification in which Work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of 29 CFR § 5.5) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its Subcontractors at the site of the Work in a prominent and accessible place where it can be easily seen by the workers.
  - c. Duration of Applicability of Wage Determination to Contract or Project applies for the life of the contract, with three limited exceptions: where there is new out-of-scope construction, where there is an additional time period not previously obligated, or where the contract is an indefinite-delivery-indefinite quantity (IDIQ) or similar long-term contract.
    - i. New out-of-scope construction: The final rule codifies the Department's longstanding position that the most recent revision of any applicable wage determination(s) must be incorporated when a contract is modified to include substantial additional construction not within the scope of work of the original contract.
    - ii. Additional time period not obligated: the final rule codifies WHD's longstanding position that the most recent revision of any applicable wage determination(s) must be incorporated when a contract is changed to require the contractor to perform work for an additional time period not originally obligated, such as when an option is exercised.
    - iii. IDIQ and similar long-term contracts: The final rule requires contracting agencies to update wage determinations annually for IDIQ and similar long-term contracts that require construction work over a period of time that is not tied to the completion of any particular project.
  - d. Multiple Types of Construction means when a project involves work in more than one type of construction (e.g., building, heavy, highway, residential), the contracting agency must incorporate the applicable wage determination for each type of construction involved that is anticipated to include a substantial amount of construction.
  - e. Project Wage Determinations:
    - i. Multi-County Projects – authorizes contracting agencies to request a project wage determination where the project involves work in more than one county and will employ workers who may work in more than one county.
- (2) The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this Contract.
  - (3) The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The Prime Contractor shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all these Contract clauses.
  - (4) A breach of the Contract clauses above may be grounds for termination of the Contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12. The debarment provisions set forth a three-year period for all debarments.
  - (5) The Copeland "Anti-Kickback Act" provides for the following standards: Recipient and subrecipient contracts must include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as

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

supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in whole or in part by Loans or Grants from the United States").

Compliance with the Copeland "Anti-Kickback" Act.

- a. **Contractor.** The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this Contract.
- b. **Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The Prime Contractor shall be responsible for the compliance by any Subcontractor or lower tier subcontractor with all of these Contract clauses.
- c. **Breach.** A breach of the Contract clauses above may be grounds for termination of the Contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12."

**F. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT, 40 U.S.C. §§ 3702 AND 3704**

- (1) **Applicability.** This requirement applies to all FEMA contracts awarded by the County in excess of \$100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The amended Davis-Bacon Act (effective October 23, 2023) articulates circumstances under which transportation (e.g., of materials) by employees of contractors or subcontractors is covered, namely:

- i. Transportation entirely within the site of the work (i.e., from one location on the worksite to another).
  - ii. Transportation of a "significant portion" of a public work between a secondary construction site and a primary construction site.
  - iii. Transportation between an adjacent or virtually adjacent dedicated support site (e.g., project-dedicated batch plants or borrow pits located next to the worksite) and the primary or secondary worksite; and
  - iv. Onsite activities essential or incidental to offsite transportation (e.g., pickup, dropoff, loading and waiting time) where such time is not de minimis. The total amount of time a driver spends on the site of the work during a typical day or workweek – not just the amount of time that each individual delivery or removal takes – is relevant to a determination of whether the driver's onsite time is de minimis.
- (2) **Overtime requirements.** No Contractor or Subcontractor contracting for any part of the Contract Work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such Work, to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- (3) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in Paragraph (F)(2) of this section, the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in Paragraph (F)(2) of this Section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in Paragraph (F)(2) of this Section.
- (4) **Withholding for unpaid wages and liquidated damages.** Miami-Dade County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of Work performed by the Contractor or Subcontractor under any such Contract or any other Federal contract with the same Prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated. Damages as provided in the clause set forth in Paragraph (F)(3) of this section.
- (5) **Contractor or Subcontractor.** The clauses set forth in Paragraphs (F)(1) through (4) of this Section shall be inserted in any subcontracts and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The Prime Contractor shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set forth in Paragraphs (F)(1) through (4) of this Section."

Further Compliance with the Contract Work Hours and Safety Standards Act.

- (i) Contractor or Subcontractor shall maintain payrolls and basic payroll records during the course of the Work and shall preserve them for a period of three years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- (ii) Records to be maintained under this provision shall be made available by the Contractor or Subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security (DHS), the Federal Emergency Management Agency, and the Department of Labor, and the Contractor or Subcontractor will permit such representatives to interview employees during working hours on the job.

**G. THE CLEAN AIR ACT, as amended, 42 U.S.C. §§7401-7671q and the FEDERAL WATER POLLUTION CONTROL ACT, as amended, 33 U.S.C. §§ 1251-1387**  
**(Applicability: Contracts exceeding \$150,000 awarded by the County under a federal grant).**

- (1) Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. and issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC §1251 et. seq.

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

- (2) Contractor agrees to report each violation to Miami-Dade County (County) and understands and agrees that the County will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**H. PROCUREMENT OF RECOVERED MATERIALS**

**(Applicability: Contracts exceeding \$10,000)**

In the performance of the Contract, Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired:

- (1) Competitively within a timeframe providing for compliance with the Contract performance schedule;
- (2) Meeting Contract performance requirements; or
- (3) At a reasonable price.

Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage: <https://www.epa.gov/smm/frequent-questions-about-comprehensive-procurement-guideline-cpg-program>

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

**I. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES**

(a) **Definitions.** As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause.

(b) **Prohibitions.**

- (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- (2) Unless an exception in Paragraph (c) of this clause applies, the Contractor and its Subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
  - (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
  - (iv) Provide, as part of its performance of this Contract, subcontract, or other contractual instrument, any equipment,

system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) **Exceptions.**

- (1) This clause does not prohibit Contractors from providing:
  - (i) A Service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
  - (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (2) By necessary implication and regulation, the prohibitions also do not apply to:
  - (i) Covered telecommunications equipment or services that:
    - i. Are not used as a substantial or essential component of any system; and
    - ii. Are not used as critical technology of any system.
  - iii. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) **Reporting requirement.**

- (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during Contract performance, or the Contractor is notified of such by a Subcontractor at any tier or by any other source, the Contractor shall report the information in Paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this Contract are established procedures for reporting the information.
- (2) The Contractor shall report the following information pursuant to Paragraph (d)(1) of this clause:
  - (i) Within one (1) business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - (ii) Within ten (10) business days of submitting the information in Paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) **Subcontracts.**

The Contractor shall insert the substance of this clause, including this Paragraph (e), in all subcontracts and other contractual instruments.

**J. DOMESTIC PREFERENCES FOR PROCUREMENTS**

As appropriate, and to the extent consistent with law, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. It is the intent of Miami-Dade County and the Contractor that this agreement includes



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

and incorporate all requirements under all applicable State or Federal law, rules, regulations, or standards as may be needed such that this agreement is eligible for state or Federal reimbursement. All such laws, rules, regulations, or standards, to the extent not expressly included herein, are deemed incorporated into this agreement, and Contractor shall comply with same as if same were expressly included herein. Refer to [Sec. 2-8.2.6.1](#) of the Code of Miami-Dade County.

**K. AFFIRMATIVE SOCIOECONOMIC STEPS: CONTRACTING WITH SMALL AND MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS, C.F.R. § 200.321(G)**

Pursuant to C.F.R. 200.321 (g), Miami-Dade County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
- (6) If subcontracts are to be let, the Prime Contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321 (J)(1-5) as listed above to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**L. ACCESS TO RECORDS**

In addition to the provisions contained in the Contract, the following access to records requirements apply to this Contract:

- 1) The Contractor agrees to provide Miami-Dade County, the FEMA Administrator, the Comptroller General of the United States, Inspector General of the United States, the Florida Auditor General, the Chief Inspector General of the State of Florida, the Florida Division of Emergency Management, 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.
- 2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 3) The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the Work being completed under the Contract.
- 4) The Contractor agrees to retain its books, documents, papers and records of Contractor pertinent to this Contract for a period of five (5) years from the date of expiration of this Contract; provided, however, that the following are exceptions to this five (5) year requirement:
  - (i) If any litigation, claim or audit is started before the expiration of the five (5) year period and Contractor is notified of same, then the records must be retained until all litigation, claims or audit

findings involving the records have been resolved and final action taken.

- (ii) Where Contractor is notified in writing to extend the retention period, then the record must be retained for the additional times requested by the government; and
- (iii) Where Contractor transfers all records to the County at the completion of the Contract as set forth in and in accordance with section M herein, then Contractor is not required to retain records for the five (5) year period as herein required and shall instead comply with the requirements of section M below.

In compliance with Section 1225 of the Disaster Recovery Reform Act of 2018, Miami-Dade County and the Contractor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**M. LICENSE AND DELIVERY OF WORKS SUBJECT TO COPYRIGHT AND DATA RIGHTS**

The Contractor grants to the County, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this Contract to reproduce, publish, or otherwise use including prepared derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Contract but not first produced in the performance of this Contract, the Contractor will identify such data and grant to the County or, acquire on its behalf a license of the same scope as for data first produced in the performance of this Contract. Data, as used herein, shall include any Work subject to copyright under 17 U.S.C. §102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this Contract, the Contractor will deliver to the County data first produced in the performance of this Contract in formats acceptable by the County.

**N. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OF RELATED ACTS**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to the Contract.

**O. DHS SEAL, LOGO, AND FLAG**

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The Contractor shall include this provision in the any subcontracts.

**P. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS**

This is an acknowledgement that FEMA financial assistance may be used to fund all or a portion of the Contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**Q. NO OBLIGATION BY FEDERAL GOVERNMENT**

The Federal government is not a party to this Contract and is not subject to any obligations or liabilities to the non-federal entity, Contractor, or any other party pertaining to any matter resulting from the Contract.

**R. CHANGES**

The Contract may be modified by mutual consent, in writing through the issuance of a modification to the Contract as stipulated in Paragraph 1.24 above. All changes to the method, pricing, or schedule of work must be



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

reasonable and the Contractor shall not present any claim which is not allowable or allocable under any FEMA rule, requirement, or standard. The Contractor shall present all full and complete written justification, including cost or schedule documentation, supporting any request for a change to the Agreement at the direction of the County, and shall certify any such request for a change pursuant to the County's False Claims Ordinance, 21-255 et seq of the Miami-Dade County Code.

**S. NO OBLIGATION BY FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

The Florida Division of Emergency Management and the State of Florida are not parties to this Contract and are not subject to any obligations or liabilities of the County, Contractor, or any other party pertaining to any matter resulting from the Contract. The Contractor agrees to hold harmless and indemnify the Florida Division of Emergency Management, the State of Florida, the United States of America, FEMA, the County, and their employees and/or contractors from and against all liability and claims of whatever nature by third parties arising from this Contract or the performance of Work arising from this Contract.

**1.65 CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED**

By submitting a bid, quote or other response, or otherwise entering into, a contract under this Solicitation, the Bidder affirms that it is not in violation of Section 287.138, Florida Statutes (F.S.) titled Contracting with Entities of Foreign Countries of Concern Prohibited. Bidder further affirms that it is not giving a government of a foreign country of concern, as listed in Section 287.138, F.S., access to an individual's personal identifying information if: a) the Bidder is owned by a government of a foreign country of concern; b) the government of a foreign country of concern has a controlling interest in the Bidder; or c) the Bidder is organized under the laws of or has its principal place of business in a foreign country of concern as is set forth in Paragraphs 2(a)-(c) of Section 287.138, F.S.

This affirmation by the Bidder shall be in the form attached to this Solicitation as **Contracting with Entities of Foreign Countries of Concern Prohibited Affidavit**.