

REQUEST FOR PROPOSALS

**CONSULTANT – OVERSIGHT SERVICES FOR MAINTENANCE AND REPAIR OF ELEVATORS
AND WHEELCHAIR LIFTS**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

JANUARY 10, 2002

RFP: #025-BB10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
BUREAU OF PROCUREMENT AND MATERIALS MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132

REQUEST FOR PROPOSALS #025-BB10

CONSULTANT – OVERSIGHT SERVICES FOR MAINTENANCE AND REPAIR OF ELEVATORS
AND WHEELCHAIR LIFTS

Sealed proposals will be accepted in the Bureau of Procurement and Materials Management, at the above location, until **2:00 P.M.** on **JANUARY 10, 2002** and may not be withdrawn for ninety (90) days from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER.

PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR CONTRACTORS SUBMITTING PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR
CONTRACTOR SUBMITTING PROPOSAL : _____

MAILING ADDRESS : _____

CITY STATE, ZIP CODE : _____

TELEPHONE NUMBER : _____

BY: SIGNATURE : _____

BY: TYPED : _____

TITLE : _____

INSTRUCTIONS TO AGENCY/CONTRACTOR SUBMITTING PROPOSAL

I. PREPARING OF PROPOSALS

- A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2" x 11" paper.
- B. IDENTIFICATION. Failure to indicate the contractor's EXACT legal name and an unsigned proposal may be considered non-responsive.

II. SUBMITTING OF PROPOSALS

- A. Number of Proposal:

A total (9) of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original".
- ** (8) copies of the proposal in a separate sealed envelope or box marked "Copies".

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Bureau of Procurement and Materials Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. January 10, 2002.

III. CHANGE OR WITHDRAWAL OF PROPOSAL

- A. PRIOR TO PROPOSAL OPENING. Should the agency or individual contractor withdraw its proposal they shall do so in writing. This communication is to be received by the Associate Superintendent, Bureau of Procurement and Materials Management, 1450 N.E. 2nd Avenue, prior to January 10, 2002. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After January 10, 2002, proposals may not be changed; and they may not be withdrawn for ninety (90) days from that date.

IV. PROTEST OF SPECIFICATIONS

Any notice of protest of the specifications contained in a request for proposal shall be filed in writing with the Associate Superintendent, Bureau of Procurement and Materials Management no later than 48 hours prior to the date and hour specified in page i for receipt of proposals. Failure to file a timely notice of protest shall constitute a waiver of proceedings.

V. AWARDS

RESERVATION FOR REJECTION OR AWARD. The Board reserves the right to waive irregularities or technicalities, reject any or all proposals and to request re-bids.

AWARD RECOMMENDATION. Proposer information phone lines have been established in Procurement Management. Proposers may call 995-1375 each Friday to be advised of the recommended proposers and the time it is contemplated that the recommendation will be made. This information will be provided by school system staff as available. In no case will information as to a recommended proposer be available later than the Friday preceding the week when the award is scheduled to be made by the School Board or the Superintendent.

Proposers may file letters of protest no later than 48 hours prior to the Board Meeting for which the award is scheduled to be made. These letters of protest will be reviewed by Staff. Staff will offer the protesting proposer the opportunity for a meeting to discuss the protest. If the proposer is not satisfied with the response to the protest, he/she may request to address the School Board. Alternatively, proposers may invoke the provisions of §120.569, Fla. Stat. Petitions for hearings on protests pursuant to §120.569, Fla. Stat., must be filed in accordance with School Board Rule 6Gx13-8C-1.064. Protests filed later than the date specified herein are deemed waived. This provision supersedes and governs over any conflicting provision in this document.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. 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 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the Associate Superintendent, Bureau of Procurement and Materials Management, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of \$10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.

REQUEST FOR PROPOSALS NO. 025-BB10

**CONSULTANT - OVERSIGHT SERVICES FOR MAINTENANCE AND REPAIR
OF ELEVATORS AND WHEELCHAIR LIFTS**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTOR

Miami Dade County Public Schools
Maintenance and Operations
Contract Services Department
12525 NW 28 Avenue
Miami, Florida 33167

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals is to obtain the professional services of a certified agent or agency in the specific area of elevator and wheelchair lift inspection, service, repair and maintenance. This service will also include consultation with M-DCPS staff relative to the requirements of the District's annual elevator service contract.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine copies of this proposal, one of which must be an original must be received by 2:00 P.M. (Eastern Daylight Time), on January 10, 2002 at:

The School Board of Miami Dade County, Florida
Bid Clerk, Division of Procurement Management and Materials Testing
1450 N. E. Second Avenue, Room 352
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated date and time will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal must contain all the items described in Section V of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be submitted in a sealed envelope or box marked "Consultant -Oversight Services For Maintenance and Repair of Elevators and Wheelchair Lifts". It is anticipated this proposal may be presented to The School Board of Miami-Dade County, Florida, for acceptance on or about February 13, 2002. If accepted, notification to the successful proposer (s) will be on or after February 13, 2002. The Board reserves the right to reject any and all proposals.

IV. DESCRIPTION OF REQUIRED SERVICES

The consulting services requested herein will provide a valuable link between the Miami-Dade County Public Schools (M-DCPS) elevator repair and maintenance contractor, the local Miami-Dade County Elevator Inspectors, and the Contract Services Department. The successful proposer shall:

1. Review existing bid specifications and requirements to determine their adequacy.
2. Inspect elevators and wheelchair lifts as requested by M-DCPS, and prepare a report for such units detailing the adequacy of maintenance procedures and recommending changes and/or improvements, if necessary.
3. Act as a resource for the District in disputes with the contracted service provider on issues pertaining to maintenance.
4. Provide the designated contract services administrator with all relevant changes to the elevator standards and requirements adopted locally or statewide.
5. Advise the Contract Services Department as to the appropriateness of costs as they relate to non-contract items or repairs.
6. Assist the Contract Services Department in evaluating the job performance of the elevator repair contractor.
7. Provide specifications for modernization/renovation of existing elevators.
8. The consultant will represent the Board in all civil issues and inspections with county inspectors. The consultant will inform both the Board and Miami Dade County of the findings.

V. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

Proposer must submit the following minimum documentation to be considered:

- Documentation of a minimum of ten years experience in the construction, maintenance, safety inspections, preparation and execution of maintenance surveys and preparation of specifications for maintenance and new equipment for elevators and wheelchair lifts in the State of Florida.
- Evidence of current certification by the National Association of Elevator Safety Authorities International (NAESAI) as a Qualified Elevator Inspector.
- Evidence of a valid Certificate of Competency issued pursuant to Section 399.045, Florida Statutes.
- Work Experience: A current resume or work history must be provided.
- Name, title, and qualifications of the agent/agency who will be responsible for the consulting services.

- The name and qualifications of each staff member who will provide service under this contract. The consultant may at any time during the term of this contract engage additional qualified staff to perform services for the District. If such an event occurs, the consultant shall submit the name and qualifications of each individual for approval in advance.
- Evidence of professional liability insurance.

VI. TERMS OF CONTRACT

This proposal covers service requirements for consultation services for one year from date of award and may, by mutual agreement between the School Board and the awardee, upon final School Board approval, be renewable for two additional one-year periods. The School Board, through the Bureau of Procurement and Materials Management, may, if considering to renew, request a letter of intent to renew from the awardee prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by the School Board. All prices shall be firm for the term of the contract and renewal period, if any.

Approval of renewal contracts will be dependent upon need, funding availability, and a determination by School Board personnel that services have been provided in compliance with all provisions of the proposal and are of an acceptable quality.

Payments for services rendered will be issued upon receipt of properly documented invoices from the proposer. Issuance of these payments will not occur prior to the normal 45 day processing time.

The School Board of Miami Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event the service rendered does not comply with the provisions of the proposal and or the quality of service is found to be undesirable.

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the District in order to ascertain which proposal best meets the needs of the School Board. The evaluation of proposals will be made by a committee consisting of the following members:

- A representative from the Contract Services Department
- A representative from Maintenance Operations (2)
- A representative from Metro Dade Planning and Zoning
- A representative from the Division of Business Development and Assistance
- A representative from the Division of Procurement Management and Materials Testing

Evaluation consideration will include, but not be limited to:

- Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
- Cost may not be the dominant factor but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.
- Primary emphasis in the selection process will be placed on the background, qualifications, experience and /or expertise in the area of elevator and wheel chair lift repair and maintenance.
- Certifications and licenses will be reviewed closely for current status.

The school district reserves the right to reject any and all proposals submitted. When the final selection is made, a professional services agreement acceptable to the Attorney for The School Board will be entered into with the successful proposer (s). No debriefing or discussion will be held with the unsuccessful proposer (s). The information contained in this RFP is supplied as an aid to the proposer in determining whether it will be able to supply the services which may be required by the School Board.

If selected, the proposer shall agree to hold harmless, indemnify and defend any indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind of nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this RFP, by or on behalf of the proposer, excluding only the sole negligence or the culpability of the indemnitee. The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida, and its members, officers, and employees.

VIII. AFFIRMATIVE ACTION REQUIREMENTS AND W/MBE PARTICIPATION

1. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed.

Each proposer is required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force. (See Attachment A - Affirmative Action Employment Breakdown).

2. Minority/Women Business Enterprises (M/WBE Participation)

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunity for M/WBE.

In keeping with this policy, each proposer is required to state its M/WBE utilization. If a minority firm, which is Woman-owned and operated or African-American-owned and operated is to perform a scope of work, the firm is to indicate the M/WBE's experience in providing this type of service, and the experience of staff who will participate. All M/WBE's must be certified by the Division of Business Development and Assistance prior to contract award. (See Attachment B - M/WBE Certification Application).

Quarterly reports documenting efforts undertaken by the proposer to maintain the stated M/WBE participation will be required. The reports shall include the names of firms, contact persons and expenditures paid each quarter and shall be submitted to the Director, Division of Business Development and Assistance, 1450 N. E. Second Avenue, Room 456, Miami, Florida.

IX. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	October 5, 2001
Mailing of Request For Proposals	December 14, 2001
Opening of Proposals	January 10, 2002
Evaluation of Proposals	January 14, 2002
Contract Award	February 13, 2002

X. ADDITIONAL INFORMATION

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara Jones, Director
Division of Procurement Management and Materials Testing
Miami Dade County Public Schools
1450 North East Second Avenue, Rm 356
Miami, Florida 33132
(305) 995-2348

Any additional information concerning technical requirements may be obtained from:

**Mr. Alberto Benitez, Director
Maintenance and Operations, Contract Services
12525 North West 28 Avenue
Miami, Florida 33167
(305) 995-7921**

**Mr. Bill Cael, Supervisor
Maintenance and Operations, Contract Services
12525 North West 28 Avenue
Miami, Florida 33167
(305) 995-4020**

**Mr. Sam Ingram, Coordinator
Maintenance and Operations, Contract Services
12525 North West 28 Avenue
Miami, Florida 33167
(305) 995-7948**



**DADE COUNTY PUBLIC SCHOOLS
AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN**

[illegible]



Vendor #: _____

() Sole proprietor _____
Date

() Partnership _____
Date

() For Profit Corporation _____
Date

() Joint Venture _____
Date

() Corporation Non-profit _____
Date

3. **CERTIFICATIONS:** Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied, or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification/denial/revocation).

Agency Name	Determination	Date

4. **OWNERSHIP:**

- a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

Name	Owner/ shareholder	Resident or *U.S. Citizen	Gender	Ethnicity	% Owned	Years Owned

- b. If the business is a corporation, please indicate the following:

1. The number of shares authorized: _____
2. The number shares issued: _____
3. Are there any stock option agreements? Yes _____ No _____
If yes, please provide a copy of each agreement.

5. **OPERATIONAL CONTROL:** Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the following:

	Name and title	Race/ethnicity/ gender
a. Check signing	_____	_____
	_____	_____

	<u>Name and title</u>	<u>Race/ethnicity/ gender</u>
b. Payroll signing	<hr/> <hr/>	<hr/> <hr/>
c. Signing, or guaranteeing loans	<hr/> <hr/>	<hr/> <hr/>
d. Acquiring lines of credit	<hr/> <hr/>	<hr/> <hr/>
e. Acquiring surety bonding and insurance	<hr/> <hr/>	<hr/> <hr/>
f. Purchasing major equipment/services	<hr/> <hr/>	<hr/> <hr/>
g. Signing contracts/change orders/payment requisitions	<hr/> <hr/>	<hr/> <hr/>
h. Estimating	<hr/> <hr/>	<hr/> <hr/>
i. Qualifying the company for professional/trade license(s)	<hr/> <hr/>	<hr/> <hr/>
j. Marketing/sales	<hr/> <hr/>	<hr/> <hr/>
k. Hiring and firing managerial employees	<hr/> <hr/>	<hr/> <hr/>
l. Hiring and firing non-management employees	<hr/> <hr/>	<hr/> <hr/>
m. Supervising field/ operations	<hr/> <hr/>	<hr/> <hr/>
n. Supervising office personnel	<hr/> <hr/>	<hr/> <hr/>

6. **PERSONNEL:** Identify the number of individuals, including owners, that are currently employed by the business in the following areas:

Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female.

- a. Management _____
- b. Administrative/clerical _____
- c. Professional/technical _____
- d. Craftsperson/laborers _____

Total Number
of Employees

AM	AF	HM	HF	WM	WF

- e. Provide a copy of the business affirmative action statement, if one is available.

7. BUSINESS RELATIONSHIPS: Provide the requested information for each of the following:

- a. Bonding Company: _____

Address: _____

Agent name: _____ Phone number: _____

Single Contract Limit: _____ Aggregate Limit: _____

- b. Bank(s) Name(s): _____

Branch: _____

Contact person: _____ Phone number: _____

Credit limit: _____

- c. Identify the company's/creditors including banks and the amount of money owed to:

<u>Creditor</u>	<u>Loan Guarantor(s)</u>	<u>Address & telephone</u>	<u>Loan Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- d. Insurance company: _____

Type of insurance: _____ Insurance limits: _____

e. List the business' three largest contracts or jobs.

<u>Contract/job type</u>	<u>Contact person</u>	<u>Telephone number</u>	<u>Contract amount</u>	<u>Bonded (Yes/No)</u>

8. **EQUIPMENT:** List the type and value of major equipment that is owned (O) or leased (L) by the business.

<u>Equipment</u>	<u>O/L</u>	<u>Value (\$ amount)</u>

9. **M/WBE JOINT VENTURE** - Joint ventures must provide a copy of the joint venture agreement.

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:
COUNTY OF _____: SS

I hereby declare and affirm that I am the _____ (Title)
of: _____ (Firm)

That I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said documents are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance Program, will be suspended from doing business with the School Board for fourteen (14) months.

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

On this _____ day of _____, 20 ____, personally appeared before me, the undersigned officer authorized to administer oaths: _____
known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____
SEAL

**M/WBE
Certification Check List**

Please attach copies, not originals, of all applicable items. Incomplete applications cannot be processed, and failure to submit the documents will delay or result in termination of the application process.

Please check if documents are attached:

1. ☐ M/WBE certifications from other public agencies.
2. ☐ M/WBE Certification Application Affidavit (Page 6 of Application).
3. ☐ Miami-Dade County Public Schools Vendor Application.
4. ☐ Lease/purchase agreement for the business' facilities.
5. ☐ Current professional/business license(s).
6. ☐ Proof of citizenship or permanent resident status.
7. ☐ Resumes for owners and key personnel.
8. ☐ Lease/purchase agreements for major business equipment.
9. ☐ Most current application for bonding, if applicable.
10. ☐ Management agreement(s).
11. ☐ Loan agreement(s) or promissory note(s).
12. ☐ Birth certificate, drivers license, passport or any other document which substantiates the ethnicity/race/gender of owners, officers and directors.

***If any of the aforementioned documents are not available, please provide a written notarized statement that information is not available.**

13. Sole Proprietor - Submit all of the above items, as applicable and the following:

- ☐ U.S. IRS 1040-C Schedule.
- ☐ Fictitious name affidavit, if applicable.

14. Partnerships - Submit all of the above items, and the following:

- ☐ Partnership agreement(s).
- ☐ U.S. IRS 1065, with schedules.
- ☐ Profit sharing agreements.

15. Corporations - Submit all of the above items, and the following:

- ☐ Articles of Incorporation, with amendments.
- ☐ By-Laws, with amendments.
- ☐ The most current U.S. IRS Corporate Tax Return 1120 or 1120s, with all schedules.
- ☐ All issued and cancelled stock certificates (front & back).
- ☐ Minutes of the first shareholders' meeting.
- ☐ Minutes of the first board of directors' meeting.
- ☐ Minutes of meetings at which the current board of directors and officers were elected or appointed.
- ☐ Stock transfer ledger.
- ☐ Most current annual report filed with the Secretary of State.
- ☐ Profit sharing agreement(s).
- ☐ Agreements affecting management, control or rights of any stockholder(s).

16. ☐ Joint venture agreement(s).

17. ☐ Certificate(s) of insurance.

18. ☐ Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial , revocation or suspension of certification.

COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO:

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE
1450 N.E. 2ND AVENUE, ROOM 456
MIAMI, FL 33132**

DEFINITION OF MINORITY/WOMEN BUSINESS ENTERPRISES

- (1) "Minority/Women Business Enterprises" means any legal entity, which is organized to engage in commercial transactions and which is at least fifty-one (51) percent owned and controlled by a minority person or persons.
- (2) "Minority person" means a person who is a citizen or lawful permanent resident of the United States, and who is:
 - (a) An African American, a person having origins in any of the Black racial groups of Africa;
 - (b) An Hispanic, a person of Spanish or Portuguese culture including, but not limited to, persons with origins in Mexico, South America, Central America, or the Caribbean Islands, regardless of race, or
 - (c) A Woman

WARNING

- (3) IT IS UNLAWFUL FOR ANY INDIVIDUAL TO FALSELY REPRESENT ANY ENTITY, AS A MINORITY/WOMEN BUSINESS ENTERPRISE, FOR THE PURPOSES OF QUALIFYING FOR CERTIFICATION UNDER A PROGRAM WHICH, IN COMPLIANCE WITH FEDERAL LAW, IS DESIGNED TO ASSIST MINORITY/WOMEN BUSINESS ENTERPRISES IN THE RECEIPT OF CONTRACTS FOR THE PROVISION OF GOODS OR SERVICES. ANY PERSON WHO VIOLATES THIS SECTION IS GUILTY OF A FELONY OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082 OR S. 775.084.

(102891)