

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW

Re-Bid
 Other



LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: ROPM1200003

TERM OF CONTRACT: Six months

Requisition/Project Title: Furnish and install auto glass, electric and manual window regulators

Description: The purpose of this solicitation is to establish a contract to furnish and install automotive glass and electric & manual window regulators in conjunction with the County's needs on an as needed when needed basis.

User Department(s): AV, FR, GS, MT, PR, SP, SW, WS
Issuing Department: DEPARTMENT OF PROCUREMENT MANAGEMENT
Contact Person: MARTHA GAROFALO Phone: 305-375-1402
Estimated Cost: \$100,000.00
Funding Source: SEE ATTACHMENT (Funding Source)

ANALYSIS

Commodity/Service No: 060-57	SIC:		
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History </div>			
EXISTING		2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): _____ Yes _____ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Martha Garofalo*

Date to SBD: October 3, 2011

Date Returned to DPM: _____

FUNDING SOURCE

DEPT	FUNDING SOURCE
AV	REVENUE
FR	DISTRICT
GSA-02	INTERNAL SERVICE
TR	MDT OPERATING
PK	GENERAL FUNDS
SP	OPERATING REVENUE
SWM	PROPRIETARY REVENUE
WS	PROPRIETARY REVENUE



**INVITATION TO QUOTE
MIAMI-DADE COUNTY
Department of Procurement Management
Street Address
Miami, Florida 33128-1974**

**THIS IS NOT
AN ORDER**

QUOTATION NO.: _____ DUE DATE: 10/6/11 TIME: 2:00 PM _____

CONTRACT NO. (if applicable): _____

CONTACT PERSON: MARTHA GAROFOLO PHONE: 305-375-4265 FAX: 305-375-4407

SEALED QUOTE REQUIRED: YES NO See Terms & Conditions and Instructions to Bidders Attached

NOTES: 1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified

2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award

Prices shall be effective from October 7, 2011 through April 30, 2012.

SCOPE: The purpose of this invitation to quote is to establish a contract to furnish and install automotive glass and electric & manual window regulators in conjunction with the County's needs on an as needed when needed basis.

(See Appendix (A) for detailed scope of work).

ITEM	ESTIMATED DOLLAR VALUE	DESCRIPTION DELIVERY & INSTALLED AT DEPARTMENT LOCATIONS(S) COMPLETE JOB	DISCOUNT % OFF NAGS LIST PRICE SCHEDULE WINTER BENCHMARK CALCULATOR 2011	TOTAL PRICE
1	100,000	Curved Windshields	% _____	\$ _____
2	100,000	Curved Glass Except Windshields	% _____	\$ _____
3	100,000	Flat Laminated Windshields	% _____	\$ _____
4	100,000	Tempered Flat Glass	% _____	\$ _____
5	100,000	Safety Plate Glass	% _____	\$ _____
6	100,000	Other Glass not listed above	% _____	\$ _____
7	100,000	Electric & manual regulators, controllers, motors and associated ancillary items	% _____	\$ _____
8	200 Hours	Hourly Rate see Section 3, paragraph 3.3 of Technical Specifications.	\$ _____ Per Hour	\$ _____
Grand Total				\$ _____

Payment Terms: In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code payment shall be 45 days from receipt of a proper invoice (30 days to small firms)

Method of Award: Award of this contract will be made to (2) responsive, responsible vendors who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer will be rejected. While the award will be made to multiple vendors in the aggregate to assure availability, the lowest priced vendor in the aggregate will be given the responsibility to perform under this contract. Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure to perform as noted may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1, Paragraph 1.5, Award of Bid Solicitation.

(Indicate Small/Micro Business measures and whether Local Preference will apply)

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

Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the



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Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

TERMS AND CONDITIONS

1. Miami-Dade County is tax exempt and no taxes shall be included unless otherwise specified, by the County, on the quote form.
 2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
 3. In case of default by a successful bidder, Miami-Dade County may procure the goods or services from other sources and charge the bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Miami-Dade County Code.
 4. It is agreed that items or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage by reason of actual or alleged infringements of patents, copyrights, etc.
 5. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.
 6. Where equal (substitute) is quoted, items must be equal to or exceed the specifications of the goods specified. The County shall be the sole judge of equality and the decision rendered shall be final. Where the bidder quotes an equal product, the bidder must include the manufacturer, model, description, and any other information necessary for the County to make an evaluation. The County, at its sole discretion, may request additional information during the evaluation period.
 7. This quote form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
 8. All material specified herein shall be fully guaranteed by the bidder against factory defects. The bidder at no cost to the County will correct any defects, which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code.
 9. All goods and materials shall be new and unused, unless otherwise specified by the County as part of this Invitation to Quote.
 10. The County may, at its sole discretion, extend the delivery date where the County determines that it is in the best interest of the County.
 11. Rejected goods remain the property of the bidder and all risk of loss remains with the bidder. Bidder must remove all rejected goods from County property within the time frame established by the County.
 12. Method of award as referenced.
 13. The Department of Procurement Management (DPM) Director, or designee, shall issue an award under this solicitation. The successful bidder shall honor no request for performance until the DPM Director, or designee, has made an award.
 14. Any bidder may protest any recommendation for contract award in accordance with the applicable provisions of the Dade County Code.
 15. Costs of mandatory random audit by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price.
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Purpose

The purpose of this Invitation to Quote is to secure sealed quotes for the goods and/or services as listed and specified herein.

Submitting A Sealed Quote

Sealed quotes must have the following information clearly marked on the face of the envelope:

1. Bidder's name and return address
2. Quote number
3. Quote opening date and time

All quotes shall be submitted in a sealed envelope, on or before the due date and time, to:

Miami Dade County
Department of Procurement Management
111 N.W. First Street, Suite 1300
Miami, FL 33128-1989
Attn: Bids & Contracts Section

To Receive A Copy Of Bid Tabulation

To receive a copy of the tabulation of bids, the Bidder must enclose a self-addressed, stamped envelope when submitting the quote.

Legal Requirements

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

The award of this bid solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

COUNTY USER ACCESS PROGRAM (UAP)

User Access Fee

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, 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 this solicitation and the utilization 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 vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.



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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 Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work 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 successful vendor 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 prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor 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 vendor and shall be paid by the ordering entity less the 2% UAP.

Vendor Compliance

If a vendor fails to comply with this section, that vendor may be considered in default of the contract by Miami-Dade County.



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Affirmation of Business Entity Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavits Form), before they can be awarded a contract. The undersigned affirms that the Affidavit form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ Federal Employer Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8. Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade Disability Non-Discrimination Article 1, Section 2-8.1.5 (AA) Resolution R182-00 amending R-385-95	9. Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant _____ Printed Title of Affiant _____ Signature of Affiant _____

Name of Firm _____ Date _____

Address of Firm _____ State _____ Zip Code _____

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

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

Type of identification produced _____

Signature of Notary Public _____ Serial Number _____

Print or Stamp of Notary Public _____ Expiration Date _____ Notary Public Seal _____



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SCOPE OF WORK (APPENDIX (A))

3.0 SCOPE

The purpose of this invitation to quote is to establish a contract to furnish and install automotive glass and electric & manual window regulators in conjunction with the County's needs on an as needed when needed basis.

3.1 GLAZING TO BE USED

Whenever glazing is used in the windshield, window, door or any other opening of an automobile, bus, truck, truck tractor, fire engine or off-road or any other mobile equipment, such glazing shall conform to the requirements contained in the National Auto Glass Specifications, Inc., published by NAGS Publishing Co., 9050 Livernois, Detroit, Michigan 48204. These specifications shall be in full compliance with the requirements contained in the "American Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways, Z26.1A-1964" of the American National Institute, Inc., 1430 Broadway, New York, NY 10018.

3.2 INSTALLATION AND SERVICE

The contractor shall be responsible for the installation of all glazing and glass. Installation shall be made within 24 hours after notification.

3.2.1 The contractor (s) shall be advised that the County has a variety of equipment at locations to be serviced and that the discount quoted from NAGS List Price Schedule **shall include furnish and installation** otherwise known as a finished job.

3.2.2 It shall be understood that in some cases a field call may be required (remove and replace on a job site) and will be governed by the applicable regular or emergency service requirements.

3.3 HOURLY LABOR

Labor rate required for minor repairs/adjustments, other than normal installation of glass such as glue needed around window/door frame or glass that is off track, etc may be performed under this contract as regular time.

3.4 DELIVERY TIME

It is recognized that due to the diversity of equipment operated by the County, the bidder may not have in stock all glass types, motors and controllers required by the County. Bidder will state on the bid proposal in the appropriate place the delivery time in days for glass and motors not in stock.

3.5 ELECTRIC AND MANUAL WINDOW MOTOR, REGULATORS, CONTROLLERS AND ASSOCIATED ITEMS

Bidders will indicate the percentage discount offered to the County from the most current NAGS Retail Price Schedule.



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3.6 LOCATION LISTING

Shop	Supv. /Asst. Sup.	Address	Phone #	Fax #	Shop #
Light Equip Admin Office	Lou Kolb Luis Duarte	6100 SW 87 th Ave 703 NW 25 Street	274-7163 638-5671	595-8835 638-5674	
Shop 1 Main	Vicente Paredes Timothy Phillips Jorge Prieto	703 NW 25 th St 33127	638-6071	638-5790	010
Shop 3 Body	Todd Young	8801 NW 58 th St.	468-2518	468-2552	043
Downtown Motor Pool	Douglas Collins John Gonzales	201 NW 1 st St 33128	375-4053	375-3650	015
Police Hdqtr	Jose Martinez Jonathan Miller	9109 NW 25 th St. 33172	471-2930	593-8867	018
South Dade Gov't Center	Ramon Goizueta Dahlia De La Riva	10740 SW 211 th St. 33189	251-3125	232-2434	011
Station 1, Supv.	Thomas A. Joseph	5975 Miami Lakes Dr. 33014	557-9844	828-1405	016
Station 2, Supv.	Johnnie Horne	2950 NW 83 rd St. 33147	691-3134	694-8672	014
Station 5, Supv.	Alfonso Bradley	7707 SW 117 th Ave. 33173	271-5342	275-8901	013
Station 6, Supv.	Johnnie Horne	15665 Biscayne Blvd. 33160	947-4429	948-9923	012
Station 8, Supv.	Alfonso Bradley	10000 SW 142 nd Ave. 33186	383-6820	382-1445	017
Shop 2-Auto	Geoffrey Murray Jesse Rangel	6100 SW 87 th Ave. 33173	273-4127	271-9531	024
Shop 3-Auto	Mark Surgeon	8801 NW 58 th St. 33178	470-1787	406-2978	033
New Car Get Ready	William Thommes	2100 NW 41 st St. 33142	633-7678	634-0490	040
Floater	Juan Tojo Wilson Green	6100 SW 87 Ave.	274-7163	595-8835	
Heavy Equip Admin Office	Ronald Kleintop Nestor Suarez	8801 NW 58th -St, 33178	418-2727	591-8042	
Shop 2-Truck	Armando Yanes	6100 SW 87th Ave., 33173	273-4125 273-4126	270-4912	020
Shop 3-Main Supv-Vehicle Maint. Asst. Supv. - Parts Asst. Supv. - (2nd shift)	Kenneth Rickert Juan Erbella Jesus Rodriguez Daniel Irving	8801 NW 58th St. 33178	591-9515 591-8132 591-8134	470-1613	030
Shop 3A-Northeast Asst. Supv.	Manuel Simone James Johnson	18701 NE 6th Ave, 33179	652-0764	770-3142	031
Shop 3B-SW Asst. Supv.	Orestes Robles Jose Busto	7900 SW 107th Ave., 33173	279-5050 279-5051 270-2967	273-7418	032
Shop 3C-Const. /Weld	Vincent Lopez Pete Moolah, Acting AFS Luis Garcia	8801 NW 58th St., 33178	477-1008 477-1101	499-5466	038
Shop 3D	Jeffrey Major William Harden	10820 SW 211th St., 33189	233-5297, 251-0097, 0150	255-5345	035
Tire Shop	Vic Kaimrajh	8801 NW 58th St., 33178	470-1769	499-5466	039
Floater (Heavy)	Rowland Neil	8801 N.W. 58th St.	591-9515	470-1613	
Floater (Heavy &Lgt)	Douglas Stephan	8801 N.W. 58th St.	591-9515	470-1613	