

Walters, Vivian (RER)

From: Walters, Vivian (RER)
Sent: Thursday, August 01, 2013 10:08 AM
To: 'info@cosandmore.com'; 'dsgnbybf@bellsouth.net'; 'jeoffice@mindspring.com'; 'MSTERN@OFFICEDIMENSIONSINC.COM'; 'officeeliteservices@comcast.net'; 'RANDY@EXPRESSBUY.COM'; 'blanca@xpressbuy.com'; 'mblanco115@bellsouth.net'
Cc: Johnson, Laurie (RER)
Subject: RQID1300171 - System Furniture Services
Attachments: Attached Image

SBD is in the process of “**Reviewing and Analyzing**” the subject project for **SBE Measures, (See “Attached)**. There are a limited amount of firms certified in the required Commodity Code covering the applicable “**Scopes of Services**”; as such, before conducting a complete “**Verification of Availability**”, I doing a cursory review.

****Please note, bidders will provide supervision and labor services to accomplish the refurbishment, modification, and installation of systems furniture and associated furnishings, inclusive of corrective services and systematic maintenance & the “Special Security Component” for services rendered at MDAD**.**

Please review the attached document, the scope, equipment and all related products for this contract, and the associated requirements and respond as to your ability to meet the same...(based on the responses, a complete “**Verification**” will be conducted.

***FYI – you are not required to provide any pricing at this point (info is included as a FYI)

- ***Are you interested?***

YES _____ NO _____

- ***Are capable of meeting the scope and ALL requirements? (see 3.1 – “Scope”)***

YES _____ NO _____

- ***Do you have prior experience consistent with these scopes?***

YES _____ NO _____

- ***Can you meet the “Standard Requirements” consistent with these scopes? (Section 3.3: A-F)***

YES _____ NO _____

- ***Can you meet the “Required Services” consistent with these scopes? (Section 3.4)***

YES _____ NO _____

- **Can you satisfy the “Special Requirements” (for working at MDAD) consistent with these scopes?**

YES _____ NO _____

Please respond (via email) by **10:00am Monday August 5, 2013.**

Regards,

Vivian O. Walters, Jr.

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INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. IQ

**THIS IS NOT
AN ORDER**

TECHNICAL SPECIFICATIONS

3.1 SCOPE

The purpose of this solicitation is to establish a contract for reconfiguration, modification and refurbishment of system furniture for various County departments. Successful bidders will provide supervision and labor services to accomplish the refurbishment, modification, and installation of systems furniture and associated furnishings, inclusive of corrective services, and systematic maintenance. The Systems Furniture referred to in this contract encompass the entire system which includes electrical components – raceways, terminal blocks, jumpers, infeeds, outlets, etc., as well as the panels, connectors, posts, top caps, trim, overhead cabinets, work surfaces, task lights and pedestals to name a few parts of the whole. There are approximately eight thousand (8,000+) existing work stations located throughout Miami-Dade County.

- a. The existing manufacturers for Systems Furniture used throughout the County include: Steelcase, Knoll, Haworth, Herman Miller, Inscape, Kimball, Teknion, American Seating, Camilo, and Allsteel.
- b. The existing manufacturers for Terminal Seating used throughout the Miami-Dade Aviation department include: PHC Ind. and Zenky Beam seating by Zoeflig.

3.2 SYSTEMS FURNITURE DEFINITION

Systems furniture comprises of an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system usually has a minimum capacity of three 20-amp circuits. The system provides access to electrical power through receptacles located in the panel raceway, located on the bottom, middle or top of the system. The system may include desk height or desk mounted receptacles. All electrical components are UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

3.3 STANDARD REQUIREMENTS

- A. All work performed shall conform to the appropriate system furniture manufacturer's published installation standards. The awarded vendor(s) shall insure that the work performed by its employees will not void any manufacturers' existing warranties.
- B. The awarded vendor(s) shall comply with all rules, regulations and procedures established by Internal Services Department (ISD) Facilities and Utilities Management Division or other County Departments with regard to elevators, loading docks, protective equipment and the like, to insure the orderly and safe delivery of materials.
- C. The awarded vendor(s) employees shall wear a uniform or other identifiable form of dress and shall maintain a clean appearance while performing service.
- D. The awarded vendor(s) foreman and key personnel must carry with them a telephone or other communication device allowing the county project manager to contact and dispatch personnel during the normal work day at the vendor's expense.
- E. Awarded Vendor(s) must have a truck readily available for use within a 24 hour notification and for at least eight (8) hours a day. Use of the truck will be required to move furniture between County facilities in addition to moving furniture between the designated warehouses.
- F. Systems Furniture installers must be able to reconfigure, move, connect, disconnect and address all of the systems furniture power and electrical component requirements of systems furniture and have the proper training, qualifications or certifications from the systems furniture manufacturers to do so.

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3.4 REQUIRED SERVICES

Maintenance services, reconfiguration, modifications or adding systems furniture, furnishings, fixtures and equipment as follows:

1. Pre-Design Review and Analysis

- a. By the use of existing as-built drawings, bills of lading and field surveys, awarded vendor(s) will assist the County to establish and maintain a complete system furniture inventory as required to perform the requested modifications.
- b. Review of existing layouts and/or proposed changes.
- c. Data collection of any information required to perform needed services.

2. Planning Services

- a. Awarded vendor(s) shall be familiar with existing building conditions and installed system furniture, fixtures and equipment to maximize re-use of existing material and utility locations.
- b. Assist the County to prepare system furniture, fixtures and equipment layout plans and coordinate detailed bills of lading identifying existing and/or additional systems furniture material, required to implement layouts.
- c. Prepare and submit estimates of labor for reconfiguration when requested.
- d. Obtain written approval of design layout(s) as directed by the authorized Project Manager.

3. Receiving and Field Installation Services

- a. When requested, receive and forward bills of material for furniture to the authorized County Project Manager, unload and inventory material stored in the County's warehouse.
- b. Deliver materials during normal work hours, unless otherwise directed in writing by the County.
- c. Communicate status of work orders at end of each month to designated County authorities.
- d. Have one foreman and if necessary a minimum of two installers available on a daily basis.
- e. Disassemble, relocate, install and compute for inventory control existing and/or new material in accordance with approved layouts.
- f. Return to inventory any material not utilized by the County after a reconfiguration (work completion).
- g. Reconfiguration of carpet tiles as authorized by County.
- h. Assist County personnel in the movement of equipment, files, boxes and other items as may be required during the reconfiguration of departmental space.
- i. Report damaged material and/or missing parts.
- j. Provide a weather proof Truck (vehicle) approximately 24 feet in length with a tailgate lift. Truck to be used to transport material between the storage warehouse and the work location(s).
- k. Move non-systems furniture, fixtures and equipment when required
- l. Move office contents & boxes when required.

3.5 SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION DEPARTMENT

Miami-Dade Aviation Department (MDAD) operates under strict security regulations. The Vendor must follow all security procedures required of workers at MDAD. 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 786-265-5715 or email cbp-miami-airport-security@dhs.gov for information. For Miami Dade Aviation Department ID, call 305-876-7418 for appointment and to pick-up package. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract.