

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 9171-0/14 and IQ9150
Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID1400126
 TERM OF CONTRACT 8 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Recycling Services

Description: The work and services to be performed under this contract is to furnish labor, materials, equipment and transportation necessary to perform all operations in connection with the collection, removal and disposal of recycling materials. This is a revenue producing contract.

Issuing Department: Internal Services
 Contact Person: Maria Hevia
 Phone: (305) 375-5073
 Estimate Cost: \$2,000,100.00
 Funding Source: N/A (Revenue generating)

ANALYSIS

Commodity Codes:	<u>578-64</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:	\$	\$	\$	
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Maria Hevia Date sent to SBD: 7/15/14

Date returned to DPM:

RECEIVED
 DEPT. BUSINESS DEV.
 2014 JUL 15 AM 4:16

SECTION 2 - SPECIAL TERMS AND CONDITIONS**RECYCLING SERVICES****2.1 PURPOSE: TO PRE-QUALIFY VENDORS:**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition for recycling services.

2.2 TERM OF CONTRACT:

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Services Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the ninety-sixth (96th) month.

2.4 METHOD OF AWARD:

Award of this contract, will be made to all responsive, responsible vendors who meet the minimum requirements noted below.

2.4.1 Minimum Requirements:

- a. Bidders should have competent company representative, with experience in recycling services who can be contacted during regular working hours. Bidders shall list the superintendent contact information and provide a resume with their bid submittal.
- b. Bidders shall provide at least three reference letters from clients stating the type of service provided.
- c. Bidders shall have an e-mail address and/or a dedicated Facsimile (Fax) machine available twenty-four (24) hours a day.

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis.

When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the

County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

2.5 METHOD OF PAYMENT

The standard payment terms listed in the general terms and conditions do not apply to this solicitation.

The successful vendor shall submit monthly payments for the preceding months by the tenth (10th) calendar day of each month. All payments by the Vendor to the County should be accompanied by a monthly report and shall be submitted by company check, payable to: Miami-Dade Board of County Commissioners and mailed to Miami-Dade County Public Works & Waste Management, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147, attention: Accounting Department. Failure to pay within the required time period will result in the contractor's default.

Returned check charges will apply in accordance with Florida Law FS.832.07.

2.6 EXEMPTION TO CERTAIN CLAUSES:

- Section 1, paragraph 1.35 (County User Access Program – UAP)
- Section 1, paragraph 1.43 (Small Business Enterprises (SBE) measure)
- Section 1, paragraph 1.2, H (Prompt Payment Terms)

2.7 AVAILABILITY OF CONTRACT:

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or government agency may avail itself of the services on the contract from the successful bidders. Under these circumstances, separate quotations will be issued, which identifies the requirement of the additional County department or other government agency.

2.8 RECYCLING SERVICES:

While the County has listed all major items within this solicitation, there may be similar items that must be picked up by the successful bidder during the term of this contract. Under these circumstances a County representative will issue a quote.

2.9 LIQUIDATED DAMAGES:

Failure to complete the project in accordance with the specifications and to the satisfaction of the County within the time stated shall cause the vendor to be subject to charges for liquidated damages in the amount of \$150.00 for each and every calendar day (excluding Sunday) the work remains incomplete. As compensation due the County for loss of use and for additional costs incurred by the County due to such non-completion of the work, the County shall have the right to invoice the vendor for the said liquidated damages.

SECTION 3 – TECHNICAL SPECIFICATIONS**RECYCLING SERVICES****3.1 SCOPE OF SERVICES:**

The work and services to be performed under this contract is to furnish labor, materials, equipment and transportation necessary to perform all operations in connection with the collection, removal and disposal of recycling materials as listed in section 3.3.

3.2 SITE LOCATIONS:

- a. White Goods: 8801 NW 58 Street, Miami, FL
- b. Batteries: West Dade, 8801 NW 58th Street, Miami, FL
South Dade, 23707 SW 97th Avenue, Gate B, Miami, FL
Traffic Signals and Signs Division, 7100 NW 36th Street, Miami, FL

The County reserves the right to add other locations as needed.

3.3 TYPE OF MATERIAL:

- a. White Goods: Refrigerators, air conditioning (A/C) units, washers, hot water heaters and dryers. White Good Piles are piles of commingled materials containing more than or equal to 80% white goods and about 20% non-white goods. The non-white goods materials may or may not be recyclable. This material may contain scrap metals, fending, auto-body scrap, bicycles, etc. The County will not segregate any piles to white goods and non-white goods. The vendor's quotation is for the commingled materials of about 80% white goods and 20% non-white goods.
- b. Batteries: All sizes and types of liquid or gel-filled lead acid batteries, including:
 - Automotive Marine
 - Industrial
 - Back-up (Small Sealed Lead Acid – SSLA)
 - Sealed Rechargeable Lead-Acid Batteries (12B)

3.4 PICK-UP REQUIREMENTS:

- a. White goods: Before collecting the materials, all vehicles must be weighted empty. After the truck is loaded, it must be weighed again. The weight must be a Certified Weight Scale. The vendor and the County must have copies of the two receipts, empty vehicles weight receipt and loaded vehicles weight receipt. In order to get the correct poundage for the pick-up, the empty vehicle weight must be subtracted from the loaded vehicle weight. This sequence shall be repeated for each and all vehicle collecting County items. The weights of the trucks will be documented accordingly and signed for by a County representative at the facility receiving. The tare weight of all the vehicles that will be used have been calculated by the County and entered into the County's database. All scale tickets will be turned in with the monthly report to confirm the tonnages.

The estimated combined yearly tonnage varies widely depending on the local and global prevailing economic situations, as well, as the numbers disposed by the County citizens. Historical estimate is about 6,000 tons of white goods annually. Note this quantity is not guaranteed. Vendors must have the ability to pick-up recyclable materials from various locations twice a week to six (6) days a week (excluding Sunday). It is the vendor's responsibility to ensure that the piles of white goods are cleaned entirely by the end of the week except for the material that arrives on that day.

- b. Batteries: Vendor shall respond to all scheduled service calls within 24-48 hours after receipt of notification. The County will notify the vendor when a minimum of twenty-five (25) automotive or marine lead acid batteries or 600 pounds of Small Sealed Lead Acid Batteries or Sealed Rechargeable Lead Acid Batteries have been collected at each site. Pick-ups will be scheduled on an as needed when needed basis between the hours of 9:00 AM and 5:00 PM, Tuesday through Friday. The vendor shall have the necessary equipment to load batteries on to their vehicles.

3.5 REQUIRED REPORTS/RECEIPT:

- a. White Goods: The vendor shall submit a monthly report by the tenth (10th) calendar day of the month. The report shall be in the form of a spreadsheet and should provide the following information: date of the report, contract number, date when the service was provided, poundage for the month should match the weight tickets for the month and must include a space for the vendor's signature. The report must be submitted to: Miami-Dade County Public Works & Waste Management Department, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147.
- b. Batteries: A pick-up receipt for the batteries shall be provided by the awarded bidder's operator to the County's contract project manager at each site at the time of each pick-up. The receipt shall have the name and contact information of the vendor and include the following information: the department's name and project manager's name, pick-up address and or specific site location, pick-up date and time of day, number of batteries or total of pounds picked up and the signature and printed name of the driver/operator picking up the batteries.

3.6 FAILURE TO COMPLY WITH THE MONTHLY REPORT REQUIREMENT:

The 1st time a vendor fails to provide the reports as required per Section 3, paragraph 3.4 of this solicitation, will result in a non-performance. The 2nd time a vendor fails to provide the reports as required will result in the successful vendor being charged a penalty in the amount of fifteen (\$15.00) dollars a day. Payment shall be made payable to: Miami-Dade County Public Works & Waste Management Department on a separate check or money order.

MARKET RESEARCH

Contracts No.: IQ9150-0/14: Recycle Auto/Boat Batteries and 9171-0/14: Purchase of Recycling Services for White Goods

Recommendation: Consolidate the two bids and solicit competition

Procurement Contracting Officer/Agent: Maria Hevia

Background:

The purpose of this market research is to determine if comparable contracts from other government entities can be accessed and if competition can be enhanced.

Currently the County has two contracts for similar services. Contract number IQ9150-0/14 and 9171-0/14 are both revenue producing contracts. IQ9150-0/14 was awarded to the highest bidder to purchase batteries, car and boat batteries. Term: five years with firm prices for the entire term. Contract number 9171-0/14 requires quarterly quote, the quarter is awarded to the highest bidder to purchase white goods available, refrigerators, washing machines, dryers, air conditioning units, hot water heaters. Term: five years

These contracts are used by Miami-Dade County Public Works & Waste Management. Various types of appliances and batteries from waste centers throughout Miami Dade County are sold by the County. This solicitation is intended to pre-qualify vendors for future pricing competition. Invitation to Quote Number IQ9150-0/14 is due to expire 10/28/14. The estimated yearly revenue is: \$3,000. Bid Number 9171-0/14 is due to expire 6/30/15. The estimated yearly revenue is: \$400,000.

Research Conducted:

In an effort to research the market, other government entities' websites were visited to try and find contracts for similar services to possibly access.

Market research conducted also included contacting the pre-qualified vendors under the current contract for purchasing white goods. Vendors were asked if they would be interested in purchasing batteries also. Vendors indicated they are interested in purchasing all types of recyclable products including batteries.

Comparable Contracts:

Two other entities' contracts were found for similar services. Bid Number 2012-13/22 for Recyclables Processing Services from the City of Deerfield Beach; and RFP 429-10934 Sale of Scrap Metal from City of Fort Lauderdale.

Both contracts have very specific requirements in accordance with the entities' requirements. Copies of the two contracts were forwarded to the using department. The information obtained will be useful when issuing the quotations; however, the using department indicated a pre-qualification of bidders' contract will best serve the County's needs.

Recommendation:

It is in the best interest of the County to issue a pre-qualification of bidder's solicitation including the two services. The solicitation allows for the issuance of quotes on an as needed when needed basis. The quotes for white goods can be quarterly as requested by the using department. The quotes for batteries can be issued for a year or whatever term is in the best interest of the County. These quotes can be issued by Procurement or by the using department. The solicitation also allows additional items and locations be added to the contract.

Procurement Contracting Officer/Agent: _____

Date: _____

Manager: _____

Date: _____

SOLICITATION TITLE: RECYCLING SERVICES

SOLICITATION NO. _____

Enter Company's Legal Name → _____

Enter Company's Federal Tax Identification Number → _____

BID SUBMITTAL FORM

REFERENCE	SUMMARIZED REQUIREMENT:	ENTER A CHECKMARK TO INDICATE YOU HAVE COMPLIED WITH THE REQUIREMENT
Section 2, paragraph 2.4, a	Bidders should have competent company representative, with experience in recycling services who can be contacted during regular working hours. Provide the superintendent contact information and provide a resume. Provide the name and contact information below: _____ _____	<input type="checkbox"/>
Section 2, paragraph 2.4, b	Bidders shall provide at least three reference letters from clients stating the type of service provided.	<input type="checkbox"/>
Section 2, paragraph 2.4, c	Provide e-mail address and or dedicated facsimile (fax) machine available twenty-four (24) hours a day to expedite quote. # _____ E-Mail: _____ Fax _____	<input type="checkbox"/>

SOLICITATION TITLE: RECYCLING SERVICES

SOLICITATION NO. _____

Enter Company's Legal Name → _____

Enter Company's Federal Tax Identification Number → _____

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Section 2, paragraph 2.4, b	Bidders shall provide at least three reference letters from clients stating the type of service provided.	<input type="checkbox"/>
Section 2, paragraph 2.4, c	Provide e-mail address and or dedicated facsimile (fax) machine available twenty-four (24) hours a day to expedite quote. E-Mail: _____ Fax _____ #: _____	<input type="checkbox"/>