

Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation To Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same.

Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **3.1** through **3.4** – Paying very close attention to **3.3 (Equipment)** required to satisfy the scopes of services for same). (While you are not bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (project)?

YES NO

Do you have prior experience consistent with the requirements of this ITB?

YES NO

Would you be able to satisfy the requirements of “Section 3.1”?

YES NO

Do you “own or control a suitable motorized, shallow draft (2 ft. max) Watercraft?

YES NO

See Section 3.3 (Equipment)

Name of Firm: _____ **SBE Exp. Date:** _____

Owner’s Name: _____ **Signature:** _____

Please respond by **12:00pm, Monday June 11, 2012.**

Any questions, feel free to contact me at the number below.

Regards,

Vivian O. Walters, Jr.

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DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. IB8448-4/12-4

Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: ROPE1200005 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: SPOIL ISLAND MAINTENANCE

Description: To establish a contract for the purchase of Spoil Island Maintenance Services.

Issuing Department: ISD-Procurement Contact Person: Ruth Laureano Phone: 305-375-5765

Estimate Cost: \$75,486

Funding Source: GENERAL FEDERAL OTHER Proprietary

ANALYSIS

Commodity Codes: <u>988-56</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:	Best Janitorial	Best Janitorial	Best Janitorial
Small Business Enterprise:	SBE Set-Aside	SBE Set-Aside	SBE Set-Aside
Contract Value:	\$75,486	\$76,486	\$75,486

Comments:

Continued on another page (s): YES No

RECOMMENDATIONS

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

Basis of recommendation:

Signed: _____	Date sent to SBD: _____
_____	Date returned to DPM: _____

Revised April 2005

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TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

The contractor shall provide all equipment, supplies, labor and transportation necessary to clean and to pick-up all debris, garbage, trash and solid waste; except derelict vessels (abandoned boats). Bidders must clean the entire island listed per scheduled visit (see Section 3, Paragraph 3.2.1). Vendor is to provide trash receptacles every 100 feet along publicly used shorelines of the listed Islands. Bidder is to collect all trash and litter on the island in receptacles and document disposal of all refuse at a solid waste facility. All dump fees are paid by the bidder. **It is highly recommended bidders visit the islands to establish an understanding of the scope of work.** The contractor shall provide sufficient trash receptacles on each island to accommodate the public's usage. Receptacles may be 30 to 55 gallon drums or garbage cans (without lids). Receptacles which are lost or damaged must be replaced on the next scheduled visit by the vendor. The County will not pay additional cost for the lost or damage receptacles.

NOTE: See Attachment A for Map of Islands

3.2 SERVICE

1. The Contractor shall service islands No. 1, 2, 3, 9, 10, 12, 15 and Flagler Memorial weekly (on Mondays). Islands 11, 13A, 13B and 14 shall be visited monthly (on the last Monday of the month).

If a holiday falls on a Monday, awarded vendor must pick up all trash, garbage, debris, etc, on the Tuesday (following day).

NOTE: Holidays currently observed by Miami-Dade County are: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas.

2. All trash, garbage, debris and solid waste collected must be removed from the islands and disposed of in a proper and legal manner by disposing of items collected at a Solid Waste Facility. All dump fees are paid by the Contractor. Upon disposing of refuse, contractor must obtain receipt (stating weight and/or amount of refuse), which must be attached to the monthly invoice.

Note: Contractor must attached copy of the trash disposal receipt from Solid Waste Facilities with invoices. Invoices received without the required information will not be processed until proper documentation is received.

SECTION 3
TECHNICAL SPECIFICATIONS

3. All trash transfer and temporary storage sites used for the above services will be identified and submitted to PERA for approval prior to the execution of this contract. If a staging or temporary storage site is required for transferring the waste from the islands to an upland disposal location, the contractor shall own or coordinate with the owner or manager of the property(ies) used as temporary garbage storage/staging sites and provide documentation of such coordination/ownership to PERA.
4. After services have been completed the attached checklist must be completed and submitted to PERA Project Manager, Josh Mahoney at fax number 305-372-6659.

3.3 EQUIPMENT

The contractor must own or control a suitable motorized, shallow draft (2 ft. maximum) watercraft (i.e. water vessels, boat, trawlers, barges, etc.), a minimum of twenty-one (21) feet in length. (Size needed for effective services). The watercraft must have been inspected by the U.S. Coast Guard within the past twelve months and have been found to meet all requirements for that type and usage of vessel.

NOTE: Bidder must provide copy of the U.S. Coast Guard Vessel inspection report that will be used to provide services under this contract upon bid submittal. Failure to meet this requirement may result in bid being considered non-responsive. Bidder may be given an opportunity to comply during the evaluation stages.

3.4 SCHEDULE

In the event of non-compliance with the contract schedule, resulting from adverse weather or mechanical breakdown, the contractor will be required to notify the PERA project manager, Josh Mahoney at (305) 372-6922, by phone or e-mail mahonJ@miamidade.gov immediately. Any variance to the schedule must be authorized by PERA in writing prior to the requested change. Any additional work due to an emergency would not be a part of this contract.

MIAMI-DADE COUNTY

SECTION 3
TECHNICAL SPECIFICATIONS

BID NO.:

SPOIL ISLAND MAINTENANCE

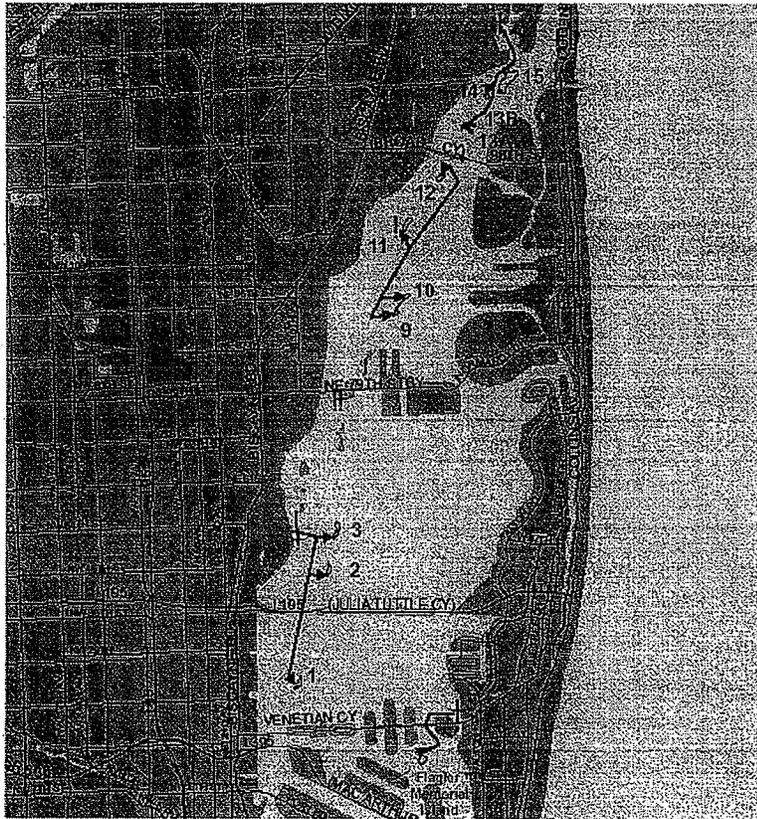
Item	Description	Date Completed
	<u>Weekly Pick-up - Every Monday</u>	
1.	Debris Collection for Island #1	
2.	Debris Collection for Island #2	
3.	Debris Collection for Island #3	
4.	Debris Collection for Island #9	
5.	Debris Collection for Island #10	
6.	Debris Collection for Island #12	
7.	Debris Collection for Island #15	
8.	Debris Collection for Flagler Memorial Island	
	<u>Monthly Pick-Up - Last Monday of the Month</u>	
9.	Debris Collection for Island #11	
10.	Debris Collection for Island #13A	
11.	Debris Collection for Island #13B	
12.	Debris Collection for Island #14	

Verified By: _____

Date: _____

Vendors Name: _____

Figure 1
Island Maintenance Locator Map



- Islands within the Site
- Dock
- Boat Ramp
- Boat Routes
- Open Water
- Land
- Major Roads

Map created May, 2007.