

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> <u>Accessing contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: IQ8687-4/18-2
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<input type="checkbox"/> <u>Re-Bid</u>	<input checked="" type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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Requisition/Project No: RQAD1500017 TERM OF CONTRACT: FIVE (5) YEARS

Requisition/Project Title: ANIMAL IDENTIFICATION MICROCHIPS

Description: The purpose of this Invitation to Bid is to establish a contract for the purchase of Animal Identification (I.D.) Microchips, including related products and database registry services, in conjunction with the needs of Miami-Dade County's Animal Services Department (ASD).

Funding Source: General
User Department(s): Miami-Dade ANIMAL SERVICES

Issuing Department: _____ Contact Person: R. Campbell Phone: 305-375-3233
Estimated Cost: \$200,000.00 for one (1) time purchase

ANALYSIS

Commodity No.: <u>080-75, 209-37, 962-06, 205-89</u>		SIC: _____	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here N/A if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	MERCK ANIMAL HEALTH	MERCK ANIMAL HEALTH	MERCK ANIMAL HEALTH
Small Business Enterprise:	N/A	N/A	N/A
Contract Value:	\$120,000.00	\$120,000.00	\$120,000.00
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

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

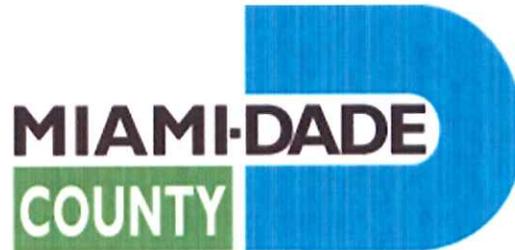
Basis of Recommendation:

Signed: Roma Campbell Date to DBD: February 24, 2016
Date Returned to DPM: _____

BID NO.: FB-00343

OPENING: 6:00 PM

MARCH 18, 2016



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N
T O B I D

TITLE:

ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON MARCH 4, 2016

FOR INFORMATION CONTACT:

R. MCKENZIE, 305-375-3233, rcamp@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-5.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Bid is to establish a contract for the purchase of Animal Identification (I.D.) Microchips, including related products and database registry services, in conjunction with the needs of Miami-Dade County's Animal Services Department (ASD).

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 Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for thirty five (60) months and upon completion of the expressed and/or implied warranty periods.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder who submits 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 Bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single Bidder.

2.4 PRICES

If the Bidder is awarded a contract under this solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the contract.

2.5 ADDITIONAL ITEMS

Although this solicitation and resultant contract identifies specific items and services to be provided, it is hereby agreed and understood that additional items and/or services may be added to this contract at the option of the County. The successful Bidder under this contract shall be invited to submit price quotes for the additional items and/or services. If the quote is determined to be fair and reasonable, then the additional items and/or services will be awarded to the current Bidder. The County may determine to obtain price quotes for the additional items and/or services from other Bidders in the event that fair and reasonable pricing is not obtained from the current contracted Bidder, or for other reasons at the County's discretion.

2.6 BACK ORDERS MUST BE FILLED WITHIN (10) CALENDAR DAYS

If the Bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the Bidder's manufacturer or distributor; the Bidder shall insure that such back orders are filled within ten calendar days from the initial scheduled delivery date for the item. The Bidder shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another Bidder, and charge the incumbent Bidder under this contract for any re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.7 DELIVERY SHALL BE SEVEN (7) DAYS AFTER DATE OF ORDER

The Bidder shall make deliveries within seven (7) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Bidder. In these cases, the Bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Certain County employees may be authorized in writing to pick-up materials under contract. Bidders shall require presentation of this written authorization and shall maintain a copy of the authorization. If the Bidder is in doubt about any aspect of material pick-up, Bidder shall contact the appropriate user department to confirm the authorization.

2.8 SHIPPING TERMS: F.O.B. DESTINATION

All Bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at the Miami-Dade Animal Services Department.

2.9 PACKING SLIP/DELIVERY TICKET

Bidders shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip/ delivery ticket shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip /delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.10 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this solicitation. If the Bidder provided product is determined to not meet the specifications and requirements of this solicitation, either prior to acceptance or upon initial inspection, the item will be returned at Bidder expense to the Bidder. At the County's own option, the Bidder shall either provide a direct replacement for the items or provide a full credit for the returned item. The Bidder shall not assess any additional charges for any conforming action taken by the County under this clause.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to purchase Animal Identification Microchips, related items and database registry services, for pet registrations facilitated by the County's Animal Services Department (ASD).

3.2 GOODS / SERVICES TO BE PROVIDED

A. Microchips

1. Shall use 134.2 kHz frequency as approved by the U.S. Department of Agriculture (USDA).
 2. Kits shall include one (1) sterile single-use disposable syringe with microchip ready for implanting with minimum of four (4) peel-and-stick pre-printed labels with the unique alpha-numeric ID with standard UPC markings.
 3. The alpha-numeric ID shall not exceed fifteen (15) characters
 4. Shall have a minimum operating life of twenty-five (25) years from date of implant
 5. Shall be passive powered (scanner activated)
 6. Shall not be affected by x-rays
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1. Sterile single-use injector system including but not limited to
 2. Injector system with locking mechanism to prevent retraction of microchip when injected into the animal.
 3. International Standards Organization (ISO) compliant 134.2 kHz microchip
 4. One collar tag and ring with corresponding microchip number and identifying information

B. Scanners

A minimum of forty (40) Radio Frequency Identification (RFID) scanners shall be provided at no cost to the County, to meet operational needs. Delivery of 20 scanners must be within the first 90 days and the remaining 20 throughout the term of the contract as needed by the department

1. Shall be capable of bi-directional swiping/reading ("forward and backward")
2. Rechargeable lithium-ion battery powered
3. Capable of reading 125 kHz, 128 kHz and 134.2 kHz frequencies
4. Audio confirmation of successful microchip read
5. Repairs, loaners or replacements shall be provided within five (5) business days at no cost to the County.
6. For aggressive animals, an additional coil on a waterproof, flexible extension arm that is bite resistant is required as an option to the standard scanner.

C. Database Registry Services

1. Free lifetime registration of all brands and frequencies of microchips
2. Free online microchip lookup tool
3. Capacity to Increase Registration
4. Awarded Bidder shall provide and maintain pet registration data for all microchips implanted by ASD
5. Shall be compatible with the animal shelters "Chameleon" database to allow for automatic exporting/importing of data.

6. Initial registration data shall, at a minimum remain available to ASD for the life of the animal in the event the owner fails to renew registration with the successful Bidder.
 7. Database shall be accessible at a minimum via online or mail, 24 hours per day, 7 days per week, 365 days per year (24/7/365)
 8. Database shall be refreshed monthly to reflect all activity including but not limited to; new registrations, returns and re-adoptions
 9. Recovery service, including national registry, shall be available 24/7/365
 10. Technical support shall be available at a minimum during regular business hours Monday to Friday, 8:00 a.m. to 5:00 p.m. with live customer support.
- D. Operational Costs
1. Initial registration shall be at NO COST to pet owners or the County. Subsequent annual registration and/or optional services may be at the pet owner's expense.
 2. Cost of operating, maintaining the database and purchase of microchips must be included in the price quoted