**Small Business Development Division**  
*Project Worksheet*

**Project/Contract Title:** LIQUID WASTE HANDLING SERVICES (LIFT STATION PUMP-OUT)  
**Project/Contract No:** RQAV160008  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** $35,000.00  
**Description of Project/Bid:** To establish a contract to provide liquid waste handling services.

**Received Date:** 11/19/2015  
**Resubmittal Date(s):**

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### Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
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<tbody>
<tr>
<td>No Measure</td>
<td>SBE/CS</td>
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</table>

### Reasons for Recommendation

An analysis of implementing Order 3-41, as well as an analysis of the factors contained in the project package indicates a No Measure is appropriate for this contract due to a Bid Waiver for an emergency GAP purchase order. Carlos Rivero Plumbing & Septic Tank Contractor, Inc. has been designated to provide liquid waste handling services in order to maintain normal operations at Miami International Airport until a new contract is established. As of 9/50/2015, there are three (3) SBE/CS firms certified in the commodity code below.

**Commodity Code:** 89966-Sewer Lift Stations And Parts

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### Small Business Contract Measure Recommendation

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</table>

**Total**

**Living Wages:**  
- YES [ ]  
- NO [X]  
**Responsible Wages:**  
- YES [ ]  
- NO [X]

*Responsible Wages and Benefits applies to all construction projects over $100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.*

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### REVIEW RECOMMENDATION

<table>
<thead>
<tr>
<th>Tier 1 Set Aside</th>
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<td>Level 2 Level 3</td>
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<tr>
<td>Trade Set Aside (MCC)</td>
<td></td>
<td>Goal</td>
<td></td>
<td>Bid Preference</td>
</tr>
<tr>
<td>No Measure Deferred</td>
<td></td>
<td>Selection Factor</td>
<td></td>
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<td>CWP</td>
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SBD Director  
Date
DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☒ Bid Waiver  ☐ Emergency  Previous Contract/Project No.
☐ Re-Bid  ☐ Other:

LIVING WAGE APPLIES:  ☐ YES  ☐ NO

Requisition No./Project No.:  RQQV16000008  Term of contract  0  Year(s) with  0  Year(s) OTR

Requisition /Project Title:  Liquid Waste Handling Services (Lift Station Pump-out)

Description:  Contractor has been designated to provide liquid waste handling services.

Issuing Department:  ISD  Contact  Linda Julien  Phone:  305-375-2179

Estimate Cost:  $35,000.00  Funding Source:  GENERAL  FEDERAL

FUNDING SOURCE:  OTHER

ANALYSIS

Commodity Codes:  890-66

Contract/Project History of previous purchases three (3) years

☐ Check here  ☐ if this is a new contract/purchase with no previous history.

EXISTING  2ND YEAR  3RD YEAR

Contractor:  Carlos Rivero Plumbing & Septic

Tank Contractor, Inc.

Small Business Enterprise:

Current Contract Value:

Comments:

Continued on another page(s):  ☐ Yes  ☐ No

RECOMMENDATIONS

Set-aside  Sub-contractor goal  Bid preference  Selection factor

SBE

Basis of recommendation:

Date sent to SBD: 09/29/15
Date re-submitted: 11/19/2015

Signed:  Linda Julien

Date returned to ISD-PM:
SECTION #3
EMERGENCY PURCHASES

REQUISITION NUMBER: ROAV16000008

ACQUISITION DATE: 09/08/2015

Title: Liquid Waste Handling Services (Lift Station Pump-out)

Commodity: 890-56

Description: * Emergency GAP Purchase Order for liquid waste handling services.

Purpose: * Retain the services for liquid waste handling in order maintain normal operations in Miami International Airport until the new contract is established.

Department(s): Allocation(s):
Aviation: $35,000.00

Term of Contract: * One □ Two □ Three □ Four □ Five □ Year(s)
□ Period: From __________ to __________

☐ Upon Completion *
☐ Upon Deliver □ _______ Days A.R.O. (After Receipt of Order)

Special Conditions: * ☐ Insurance Type
☐ Performance/Bond
☐ Certificate of Competency
☐ Termination Language

☐ Set Aside ☐ BBE ☐ HBE ☐ WBE
☐ Bid Preference ☐ BBE ☐ HBE ☐ WBE
☐ Goal ☐ BBE ☐ HBE ☐ WBE
☐ CBE/Legal
☐ Local Preference

Review Committee Date: __________

Other: __________

Number of Price Quotation(s): * Requested: _______ Received: _______

Awarded To Low Bidder: ☐ YES ☐ NO
SECTION #3
EMERGENCY PURCHASES

Vendor(s): Carlos Rivero Plumbing & Septic Tank

Contract: 

Signature(s):

Nely Garcia
Department Liaison - Division Director
(305) 878-3642
Date 9/10/15

Barbara Jimenez
Department Director Approval
Date 9/10/15

Department of Procurement Management,
Bids and Contracts Division, Use Only

Signature(s):

Procurement Agent

Date

Procurement Supervisor

Date

Procurement Manager

Date

Bids and Contracts Division Director

Date

Vendor Assistance Section

Release

Date

Instructions for Completion:

Attach:
1. Explanation of the emergency situation;
2. Written price quotation(s) including terms and conditions;
3. Vendor(s) Certificate of Insurance;
4. Copy of invoice(s),

2 of 3
JUSTIFICATION:

Miami International Airport currently operates about 100 lift stations and grease traps. In order to maintain normal operations and a safe healthy environment these lift stations must be pumped out weekly. In order to do this, the department relies on the Liquid Waste Handling contracts. Currently the contract has expired. (Ref: 9039-4/14-4)

These lift stations handle the liquid waste from the sewage and grease traps for all public space, tenant, concessions, employees, and passenger areas. Not maintaining the proper safe levels of liquid waste in the lift stations will result in service disruption and an unhealthy, unsafe hazard situation. Therefore MDAD must keep an uninterrupted schedule for these services until the new replacement contract is established.
Taylor, Coralee (ISD)

From: Johnson, Laurie (ISD)
Sent: Thursday, November 19, 2015 3:01 PM
To: Taylor, Coralee (ISD)
Subject: FW: DBD DEPARTMENT INPUT.doc
Attachments: DBD DEPARTMENT INPUT RQAV1600008.doc; Section 3 Emergency Purchase and Justification Revised.pdf

Coralee,

Please review the email below and process.

Thanks

Laurie Johnson, SBD Section Chief
Internal Services Department
Small Business Development
111 NW 1st Street #19 Floor, Miami, FL 33128
Phone No. 305-375-3121 / Fax No. 305-375-3160

http://www.miamidade.gov/smallbusiness

“Delivering Excellence Every Day”

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

☐ Please consider the environment before you print this email

From: Julien, Linda (ISD)
Sent: Thursday, November 19, 2015 2:50 PM
To: Johnson, Laurie (ISD)
Subject: RE: DBD DEPARTMENT INPUT.doc

Hello Laurie,

A while back I sent you an emergency purchase document for SBD measures. The requisition number has been updated by the user department. The previous requisition number is RQAV1500036 and the new requisition number is RQAV1600008. Please update your records while providing SBD measures if at all applicable. The documents are attached for your review. Thank you in advance!

Kind Regards,

Linda Julien, MPA
Procurement Contracting Officer
Miami-Dade County Internal Services Department
Procurement Management Services Division
111 NW 1st Street, Suite 1300, Miami, Florida 33128
305-375-2179 Phone  305-375-4407 Fax
Good afternoon Laurie,

Please review the attached documents for SBD measures if at all applicable. Thank you in advance!

Linda Julien
Small Business Development Division
Project Worksheet

Project/Contract Title: LIQUID WASTE HANDLING SERVICES (LIFT STATION PUMP-OUT)  
Project/Contract No: RQAV1500036  
Department: INTERNAL SERVICES  
Estimated Cost of Project/Bid: $35,000.00  
Description of Project/Bid: To establish a contract to provide liquid waste handling services.

Contract Measures Recommendation

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Commodity Code: 89066-Sewer Lift Sts. And Parts

Small Business Contract Measure Recommendation

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Living Wages: YES  
Responsible Wages: YES

Project # was changed

REVIEW RECOMMENDATION

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Set Aside Level 1 Level 2 Level 3
Trade Set Aside (MCC) Goal Bid Preference
No Measure Deferred Selection Factor
CWP

SBD Director:  
Date: 10/17/15

DEDR0259 v.2015062
BUSINESS & PROFESSIONAL DEVELOPMENT DIVISION
ASSIGNMENTS/CORRESPONDENCE

FROM: Tyrone White

DATE: October 5, 2015

Request for Approval

☑ Laurie Johnson
☑ Veronica Clark
☑ Gary Hartfeld

Signature and Date of Approval

[Signature]
10/6/15

[Signature]
10/7/15

COMMENTS

Project Worksheet: Project No. RQAV1500036

 LIQUID WASTE HANDLING SERVICES (LIFT STATION PUMP-OUT)

Logged out by

Date
DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☑ Bid Waiver  ☐ Emergency  Previous Contract/Project No.
Contract  ☐ Re-Bid  ☐ Other:

LIVING WAGE APPLIES:  ☐ YES  ☐ NO

Requisition No./Project No.: ROAV1500036  Term of contract  0  Year(s) with  0  Year(s) OTR

Requisition/Project Title: Liquid Waste Handling Services (Lift Station Pump-out)

Description: Contractor has been designated to provide liquid waste handling services.

Issuing Department: ISD  Contact: Linda Julien  Phone: 305-375-2179

Estimate Cost: $35,000.00

Funding Source: GENERAL  FEDERAL  OTHER

ANALYSIS

Commodity Codes: 890-66

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

EXISTING  2ND YEAR  3RD YEAR

Contractor Carlos Rivera Plumbing & Septic Tank Contractor, Inc.

Small Business Enterprise:

Current Contract Value:

Comments:

Continued on another page(s):  ☐ Yes  ☐ No

RECOMMENDATIONS

Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation: 

Signed: Linda Julien

Date sent to SBD: 9/29/15

Date returned to ISD-PM: