

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

Rev 1

<input checked="" type="checkbox"/> <b>New contract</b>	<input type="checkbox"/> <b>OTR</b>	<input type="checkbox"/> <b>CO</b>	<input type="checkbox"/> <b>SS</b>	<input type="checkbox"/> <b>BW</b>	<input type="checkbox"/> <b>Emergency</b>	Previous Contract/Project No: IB9207-5/15
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<input type="checkbox"/> <b>Re-Bid</b>	<input type="checkbox"/> <b>Other</b>
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LIVING WAGE APPLIES: \_\_\_ YES \_\_\_  NO

**Requisition/Project No:** RQCR1600008

**TERM OF CONTRACT:** 5 years with no Options-to-Renew

**Requisition/Project Title:**

**Description:** The purpose of this solicitation is to establish a contract for the purchase of shrink wrapping line machines, sealing film, maintenance and extended warranty for Miami-Dade County Corrections and Rehabilitation on as needed basis.

**User Department(s):** Miami-Dade Correction and Rehabilitation Department

**Issuing Department:** Internal Services Department, Procurement Management Division

**Contact Person:** Claudia Portocarrero

**Phone:** 305-375-4252

**Estimated Cost:** \$550,000

**Funding Source:** General Funds

**ANALYSIS**

Commodity/Service No: <b>665-82</b>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

**RECOMMENDATIONS**

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

<b>Basis of Recommendation:</b> Maintain SBE Bid Preference as current contract

**Signed:** *Claudia Portocarrero*

**Date to DBD:** 04/11/2016

**Date Returned to DPM:** \_\_\_\_\_

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of shrink wrapping line machines, sealing film, maintenance and extended warranty for Miami-Dade County Corrections and Rehabilitation on as needed basis. The awarded bidder shall supply, deliver and install the machine with all component parts and ancillary equipment. The awarded bidder must provide training to the Miami Dade Corrections & Rehabilitation Department on all newly purchased equipment.

**2.2 TERM**

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 expire on the first day of the sixtieth (60<sup>th</sup>) month.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest 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 SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT**

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 contract.

**2.5 DELIVERY**

The awarded bidder shall make delivery of Shrink Wrapping Line Machine equipment within forty-five (45) calendar days after the date of the order. The bidder shall make delivery of the Sealing Film material within five (5) business 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 God, 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.

Should the bidder(s) to whom the contract is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. The bidder 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.

## **2.6 DELAYS IN DELIVERY**

The County may not allow any late deliveries under this contract. Accordingly, the bidder is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back-order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the bidder fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another bidder, and charge the incumbent bidder 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 MAINTENANCE**

The awarded bidder shall inspect the unit and perform maintenance in accordance with the manufacturer's recommended specific shrink wrap machine maintenance requirements. The awarded bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within the timeframe stated below after the County notifies the bidder of such deficiency in writing. If the awarded bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the awarded bidder, in writing, that the awarded bidder is subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within 40 calendar days of receipt of the notice. If the awarded bidder fails to satisfy the warranty within the period specified in this notice, the County may (a) place the awarded bidder in default of its contract, and/or (b) procure the products or services from another bidder and charge the awarded bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

*Two (2) hour repair response time, seven (7) days per week (includes weekends and holidays) between hours of 8 AM and 5 PM Eastern Standard Time.*

## **2.8 LABOR, MATERIAL, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the awarded bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance; including replacement parts, service and repairs, freight costs, labor, travel expenses and corrective repairs. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

## **2.9 WARRANTY SHALL BE ONE YEAR FROM DATE OF ACCEPTANCE**

### **2.9.1 Type of Warranty Coverage Required**

In addition to all other warranties that may be supplied by the bidder, the bidder shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of one (1) year after the date of acceptance of the labor, materials and/or equipment by the County. This warranty shall include all parts and all

necessary labor. This warranty requirement shall remain in force for the full one (1) year period; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidder does not constitute a waiver of these warranty provisions.

### **2.9.2 Correcting Defects Covered Under Warranty**

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within five (5) calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within 30 calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another bidder and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

### **2.9.3 Extended Warranty**

The County shall have the option to purchase an additional five (5) years extended warranty (inclusive of all parts and labor) on a year-to-year basis. The warranty for the shrink wrapping line machine (covered in the initial purchase price for one (1) year) shall commence on the date after the conclusion of the initial contract term.

### **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 contract. If a bidder-provided product is determined to not meet the specifications and requirements of this contract, 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 item, 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.

### **2.11 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY**

The awarded bidder shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip 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 or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items and quantity being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

### **2.12 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION**

While the County has listed all major items within this solicitation which are utilized by County department in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items.

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

To purchase, furnish, and install Automatic Shrink Wrapping Line Machine equipment and Sealing Film to wrap food trays with warranty and maintenance for the Miami Dade Corrections & Rehabilitation Department.

**3.2 EQUIPMENT REQUIREMENTS**

Equipment must have speed capability of wrapping a minimum of 80 recycled natural paper food trays per minute (Food Tray Dimensions 8-1/2" wide X 10-6/16" long X 3/4" height); and shall include Automatic L Sealer, Shrink Tunnel, Infeed Conveyor, Exit Conveyor and (PLC) Programmable Logic Controller. Equipment must meet minimum food grade requirements, including NSF and UL listings.

**a) AUTOMATIC L SEALER**

Shall include the following:

- High speed, continuous, fully automatic sealing machine with print registration capability
- Seal forms a sleeve around product so that product is inside of a closed bag before being exposed to heat tunnel
- Provides consistent seal strength for all products sizes
- Heavy duty rugged machine construction designed for operations of 16 hours+ per day
- Must be capable of operating in temperatures from 40° F to 70° F
- Durable machine finish designed to resist corrosion
- Touch screen control panel operations, password protected
- Emergency stop push button that immediately stops all machine operations
- Capable of speeds of greater than or equal to 80 ppm, with variable speed control
- Versatile construction capable of sealing a variety of product sizes. Multiple size sealing capacity for trays, minimum capacity from 6" x 8" to 12" x 15" with 2" to 6" high. Automatically adjusts for height and package length
- Capable of handling integrations/interface of food grade feeders, conveyors, collators, and/or accumulators
- Capable of handling food grade infeed and outfeed conveyor lines
- Programmable memory to store minimum 20 package sizes/configurations
- Programmable/resettable counting function minimum counting capability of 1 to 5,000 pieces
- Easy load film rack, no overhead lifting of film, easily adjustable for various package sizes
- Accepts all industry standard shrink films
- Pin perforator wheels
- Sensor for automatic machine stop when no product available
- Precise control of film eliminating film breaks
- Powered film scrap wind up with sensor alarm when full.

b) SEMI AUTOMATIC L SEALERS

Shall include the following:

- Hot knife Seal Jaws with Duo Seal Inserts
- Digital Temperature controllers
- Dwell timer
- Pinhole perforators on film cradle

c) SHRINK TUNNEL

Shall include the following:

- Automatic digital temperature control
- Air flow control for overall tunnel
- Cascade plates for side airflow and adjustable damper
- Volume control for bottom air
- Variable speed conveyor with food grade belt, capable of handling heat/sealing machine speeds of 80+ ppm
- Minimum of 12" high opening
- Minimum of 24" extended feed
- Minimum chamber dimensions 42" L X 22" W X 12" H
- Safety Palm buttons for stop conveyor

d) INFEED/OUTFEED CONVEYOR

Shall include the following:

- Motorized conveyors with food grade belts
- Wash down duty motor(s)
- Speed controls that can be synchronized with shrink/sealing machine and shrink tunnels
- All 304 stainless steel framework
- Corrosion resistant leg levelers
- Width to be capable of handling shrink/sealing machine operating at 100+ ppm
- Overall length approximately 60' - 80', capable of mounting in a "U" shaped configuration

**3.3 MAINTENANCE**

The awarded bidder shall inspect the unit and perform maintenance in accordance with the manufacturer's recommended specific shrink wrap machine maintenance requirements.

**Commented [DG1]:** If the manufacturer does not specify a specific maintenance schedule, there shall be no less than two (2) preventative maintenance visits per year (12 month period).

**3.4 SHRINK WRAP FILM**

Shrink Wrap Sealing Film, pre-perforated, 60 gauge 16", 4,375' /Roll.

**Commented [DG2]: WARRANTY**  
 • Two years parts and labor on all equipment  
 • Two hour repair response time, 7 days per week between hours of 5 am and 5 pm.

**Commented [O3]:** Above comment is already in section 2.7

**Commented [DG4]: EXTENDED WARRANTY IN OPTION TO RENEW YEARS**  
•includes replacement parts, service and repairs, freight costs, labor, travel expenses and corrective repairs  
•Two hour repair response time, 7 days per week between hours of 5 am and 5 pm.

**Commented [O5]:** There is no Options to Renew, only extended Warranty

**3.5 DEMONSTRATION OF EQUIPMENT MAY BE REQUIRED DURING EVALUATION**

After receipt of offers by the County, the bidder(s) may be required to demonstrate their specifically offered equipment to authorized County personnel, at no separate cost. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this solicitation. If a demonstration is required, the County will notify the vendor of such in writing and will specify the date, time and location of the demonstration. If the vendor fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that vendor's offer, or to re-schedule the demonstration, whichever action is determined to be in the best interests of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the vendor's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment to be provided by the vendor during the contract period shall conform to the equipment used in the demonstration. The vendor shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

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