

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 8713-0/10
Contract 8713-0/10
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: ROEL1400002 TERM OF CONTRACT One time purchase order

Requisition /Project Title: Ballot Transport Cart

Description: The purpose of this Invitation to Quote (ITQ) is for the purchase of Ballot Transfer Carts and 5-years annual maintenance service for the Elections Department, located at 2700 N.W. 87th Avenue, Miami, FL 33172.

Issuing Department: ISD Contact Person: Yira I. Diaz Phone: 305-375-4946

Estimate Cost: \$55,000 GENERAL FEDERAL OTHER
Funding Source: X

ANALYSIS

Commodity Codes: 578-35

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: _____

Small Business Enterprise: _____

Contract Value: _____

Comments: _____

Continued on another page (s): Yes No

RECOMMENDATIONS

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

Basis of recommendation: _____

Signed: Yira I. Diaz Date sent to SBD: 04/25/2014

Date returned to DPM: _____



Miami-Dade County
Procurement Management Services
Invitation To Quote

111 NW 1st Street, Suite 1300, Miami, FL 33128

INVITATION TO QUOTE (ITQ) NO. _____

ITQ CLOSE DATE/TIME: May 9, 2014 / 2:

ITQ TITLE: _____

CONTACT PERSON: _____

CONTACT PHONE/ EMAIL: _____

ISSUING DEPARTMENT: _____

SECTION 1 – GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

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

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-r14-2.pdf>

NOTICE TO ALL BIDDERS:

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 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 Quote (ITQ) is for the purchase of Ballot Transfer Carts and annual maintenance service for the Elections Department, located at 2700 N.W. 87th Avenue, Miami, FL 33172.

2.2 METHOD OF AWARD: Award of this contract will be made to the single responsive, responsible bidder whose offer represents the lowest price and meets the minimum qualifications set forth in this Invitation to Quote. Those qualifications are:

- Bidders shall provide a list of no less than three client references who can confirm that the Bidder has successfully provided similar product and services. The following information shall be provided: company name, contact person, telephone number, email address, dates and the location service(s).

2.3 TERM: This contract shall commence upon the date of the purchase order and shall remain in effect until such time as the goods and services acquired in conjunction with this ITQ have been completed and accepted by the County's authorized representative and upon completion of the expressed and/or implied warranty periods

2.4 MEASURES: _____.

2.5 WARRANTY:

A. 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 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.

B. Correcting Defects Covered Under Warranty.

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within seven (7) 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 subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within seven (7) 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, (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 and/or (c) subject to be debarred as a County bidder. Should any replacements made during the warranty period die before the end of the one (1) year warranty, they must again be replaced.



2.6 **DELIVERY TERMS F.O.B. DESTINATION.**

- A. Items should be delivered to the **Elections Department, 2700 N.W. 87th Avenue, Miami, FL 33172 by May 31, 2014.**
- B. Packing Slip / Delivery Ticket.

The successful bidder shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this ITQ. The packaging 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 packaging slip or 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.

- C. Damaged Goods. The Bidder shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.7 **ACCEPTANCE OF PRODUCT:**

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(s). The Bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 **SPECIFICATIONS:** The successful bidder will provide ballot transfer carts and 5-years annual maintenance service after manufactory warranty with the following specifications:

- **Blue** hard plastic transfer truck - Myton Industries Model RTC-4829H6. (No color or manufacture substitution will be permitted).
- Measurements: 48" x 29" x 56".
- Must weigh less than 300 lbs.
- Weight capacity must be over 700 lbs.
- Ability to adjust shelves.
- Four (4) polyurethane caster wheels able to withstand the above weight.
- Two (2) wheels with lock brakes.
- Two (2) wheels with swivel locks.
- Two (2) doors with lockable slide bolts.
- Two (2) nylon straps with ratchet system attached to each side to secure the cart to the ramp for deliveries. Ratchets must be attached to each side to secure the cart to the ramp for deliveries. Ratchets must be attached to the cart to prevent losses.
- Two (2) document pouches to fit 8.5" x 11" paper signs.
- One (1) pouch on each side.
- Two (2) push handles, one for each side.
- At least two (2) lift handles, one on each side waste high.



4.1 GOODS / SERVICES TO BE PROVIDED:

PRICE SUBMITTAL: All pricing offered must be provided in the form of a firm fixed price for the items.

Item	QTY	Description	Unit Price
1	55 each	Blue hard plastic transfer truck, Myton Industries , Model RTC-4829H6 as specified in Section E. (No color or manufacture substitution will be permitted).	\$
2	5-years	Annual Maintenance service after one year manufactory warranty.	\$

4.2 REQUIREMENTS:

Bidders wishing to participate shall submit all of the specified information listed below as proof of compliance to the requirements of ITQ.

Bidders shall be regularly engaged in providing the goods and services being requested under this ITQ. Bidders must submit a list of three current references. The references listed must be customers to whom the bidder has provided the goods and services described in the ITQ. The references must include the customer's company name, and the name, title, address, and e-mail and telephone number of the contact person who can verify that the bidder has successfully provided the goods and services listed throughout. The County may determine through the references that the bidder has sufficient expertise and experience.

Minimum Requirements	
Bidders shall be regularly engaged in the goods and services being offered under this Invitation to Quote.	
Bidders must submit a list of three current references	
Reference No. 1	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____



Miami-Dade County
Procurement Management Services
Invitation To Quote

111 NW 1st Street, Suite 1300, Miami, FL 33128

Minimum Requirements

Bidders shall be regularly engaged in the goods and services being offered under this Invitation to Quote.

Bidders must submit a list of three current references

Reference No. 2	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____
Reference No. 3	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____