

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

**New contract**   
  **OTR**   
  **CO**   
  **SS**   
  **BW**   
  **Emergency**   
 Previous Contract/Project No.:  
NEW

**Re-Bid**   
  **Other**   
 LIVING WAGE APPLIES:  **YES**     **NO**

**Requisition/Project No:** ROID150082                      **TERM OF CONTRACT:** 1 YEAR WITH 2 1-YR. OPTIONS TO RENEW

**Requisition/Project Title:** MAINTENANCE OF M-DPHCD AND CAHS LIFT STATIONS

**Description:** TERM CONTRACT FOR MAINTENANCE AND REPAIR SERVICES FOR LIFT STATIONS FOR DEPARTMENTS FUNDED BY FEDERAL FUNDS

**User Department:** HOUSING (\$25,000), COMMUNITY ACTION (\$25,000)  
**Issuing Department:** ISD / PM                      **Contact Person:** MAGGIE REYNALDOS; 305-375-4435; MTC@MIAMIDADE.GOV  
**Estimated Cost:** \$50,000                              **Funding Source:** FEDERAL

**ANALYSIS**

<b>Commodity/Service No:</b> <u>93691 (MAINTENANCE AND REPAIR OF WATER SUPPLY AND SEWAGE)</u>		<b>SIC:</b>	
<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>Contractor:</b>			<b>3<sup>RD</sup> YEAR</b>
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>			
<b>Comments:</b>			
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:**

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**Signed:**

**Date to DBD:** 4/16/15  
**Date Returned to DPM:** \_\_\_\_\_

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

The purpose of this solicitation is to establish a contract for lift station preventive maintenance for the Miami-Dade Public Housing & Community Development (M-DPHCD) and the Community Action and Human Services (CAHS) Departments, including emergency repairs.

**2.2 TERM OF CONTRACT**

A contract resulting from this solicitation shall commence on the first calendar day of the month succeeding approval of its award, contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the month of a one (1) year term.

**2.3 OPTION TO RENEW**

2.3.1 The County shall have two (2) one-year options to renew a contract resulting from this solicitation, to be considered on a yearly basis.

2.3.2 The County will consider yearly price adjustments after the initial contract term. Such adjustments will be based on the Consumer Price Index (CPI) Urban Consumers, All Items, for the Miami- Ft. Lauderdale area, as published by the U.S. Department of Labor, Bureau of Labor Statistics. It is the bidders' responsibility to request price adjustments under this provision. Requests for price adjustments should be submitted to the Internal Services Department Procurement Management Division ninety (90) to forty (40) days prior to the contract's expiration date, if the adjustment is to be effective at the beginning of an exercised renewal term. Requests for price adjustment must clearly substantiate the requested increase. The County reserves the right to negotiate, approve, or disapprove price adjustments, in its best interest.

2.3.3 Continuation of the contract beyond the initial term, and any option subsequently exercised, is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

2.3.4 Should a bidder decline the County's right to exercise a renewal option, the County may consider the bidder in default which may affect the bidder's eligibility for future contracts.

**2.4 METHOD OF AWARD**

2.4.1 Method of Award: To the Lowest Priced Bidder per Group. Award of each group will be made to the lowest priced responsive and responsible bidder on a group-by-group basis. To be considered for award of a group, a bidder shall offer prices for all items within the group. If a bidder fails to submit an offer for all items within a group, its offer for that group may be deemed non-responsive.

2.4.2 Minimum Requirements - Bidders must meet the following requirements to be considered for award:

2.4.2.1 Must be regularly engaged in the business of providing sewer lift station maintenance services. Bidders shall provide references from customers to whom they have delivered sewer lift station maintenance services. The references should include the customer's company name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the bidder has successfully provided sewer lift

station maintenance services. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in the industry and that its firm is properly equipped to perform the required services.

2.4.2.2 Maintain an office equipped with, at least, a telephone, a facsimile (FAX) machine, and internet capabilities. All resources must be available twenty-four (24) hours a day to provide immediate support and expedite services. The bidder's office address, telephone and fax numbers, and e-mail address shall be included in their submittal.

2.4.2.3 Have staff authorized to discuss matters pertaining to the required services. This staff must be cognizant of the industry. Bidders shall list this staff, including their roles and contact information, in their submittal. The list shall include the staff's applicable experience.

2.4.3 Proof of Compliance to the Solicitation's Requirements: bidders are required to submit, with their bid submittal, all the specified information, documents and/or attachments as proof of compliance to the solicitation's requirements. However, Miami-Dade County may allow bidders to complete, or supplement, their proof of compliance to the solicitation's requirements during bid evaluation. Failure to provide proof of compliance to the solicitation's requirements, as requested by the County, may result in a bid being declared incomplete or non-responsive.

2.4.4 Verification of Information: The County may verify the information submitted by the bidders and may obtain and evaluate additional information, as it deems necessary to ascertain the bidders' ability to perform under the contract. The County shall be sole judge of a bidder's ability to perform, and its decision shall be final.

## **2.5 PRICES**

The prices resultant from this solicitation shall prevail for the term of the initial contract term and any exercised option-to-renew, except as noted in Paragraph 2.3.

## **2.6 GUARANTEE AGAINST DEFECTS**

The bidder shall, in addition to all other guarantees, be responsible for faulty labor and defective material and equipment for a period of one (1) year after date of the County's acceptance of the labor, material and/or equipment. The bidder shall promptly correct all deficiencies, without cost to the County, within fourteen (14) calendar days after the County notifies the bidder of such deficiencies in writing. Payment in full for the work does not constitute a waiver of guarantee.

## **2.7 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible bidder. Barricades shall be provided by the bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

**2.8 CLEAN-UP**

All unusable materials and debris shall be removed from the premises, at the end of each workday, and disposed of in an appropriate manner.

**2.9 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER**

The bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the solicitation's requirements, regardless of project completion status. All corrections shall be made within fourteen (14) calendar days of the County's notification. The bidder shall bear all costs of correcting such rejected work. If the bidder fails to correct the work within the period specified, the County may, obtain the services of another bidder to correct the deficiencies and charge the deficient bidder for these costs, and/or terminate its contract with the deficient bidder for default.

**2.10 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER**

Unless otherwise provided in this solicitation, the bidder shall furnish all labor, materials and equipment necessary for satisfactory contract performance. When not specifically identified by the County, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to County inspection and approval.

**2.11 LEGAL REQUIREMENT FOR POLLUTION CONTROL**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the bidder through the Miami-Dade Regulatory and Economic Resources (RER) Environmental Resources Management, 33 SW 2nd Ave., Miami, Florida 33130, Telephone (305) 372-6789.

**2.12 WORK ACCEPTANCE**

All work may be inspected by the County. This inspection will be performed to determine acceptance of work, appropriate invoicing and/or warranty conditions.

**2.13 EXAMINATION OF SITES**

Prior to submitting an offer, bidders must visit the sites of the proposed work. Bidders must be aware of any conditions which may, in any manner, affect the work to be done or affect the equipment, materials and labor required. Bidders must also examine this solicitation and to become thoroughly aware of all conditions and requirements that may, in any manner, affect costs and/or the work to be performed under the contract. No allowances will be made for bidders' lack of knowledge of existing conditions.

**2.14 ADDITIONAL SITES**

Sites, facilities, and County departments may be added to any contract resulting from this solicitation, at the option of the County. Awarded bidders may be invited to submit price quotes for additional facilities, and or related services. If these quotes are determined to be fair and reasonable, then the additional work may be awarded under the contract. The County may award additional facilities to a contract bidder under an existing contract group, to a contract bidder under an additional group, or obtain the required services through a separate solicitation, in its best interest.

**2.15 DELETION OF SITES**

Although this solicitation identifies specific sites to be serviced, any County department or agency may discontinue service for any site when such service is no longer required, upon fourteen (14) calendar days written notice to the bidder.

**2.16 OMISSION FROM THE SPECIFICATIONS**

The apparent silence of this specification and any addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

**2.17 EMERGENCY SERVICE**

The successful bidder shall provide 24 hours, 7 days a week emergency service to the County under the contract. Emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within two hours after notification by the County.

**2.18 REQUIREMENTS FOR SERVICES FOR THE FEDERALLY FUNDED AGENCIES****2.18.1 Compliance with Federal Regulations Due To Use of Federal Funding**

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

**2.18.2 Public Housing and Community Development (PHCD) Exemption to Requirements - The contract to be awarded under this solicitation will be used by the PHCD. As a Federally-funded agency, the following requirements within this solicitation do not apply to their required services:**

2.18.2.1 Section 1 General Terms and Conditions, Paragraph 1.10-Local Preference

2.18.2.2 Section 1 General Terms and Conditions, Paragraph 1.27-Office of the Inspector General

2.18.2.3 Section 1 General Terms and Conditions, Paragraph 1.35-County User Access Program (UAP)

2.18.2.4 Section 1 General Terms and Conditions, Paragraph 1.43-Small Business Enterprises (SBE) Measures

2.18.2.5 Section 1 General Terms and Conditions, Paragraph 1.44-Local Certified Service-Disabled Veteran's Business Enterprise Preference

**2.18.3 PHCD Minimum Wages Based on the Davis Bacon Act (Federal Funds Utilized)**

Since this solicitation is being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the bidder for the work under this solicitation shall not be less than the prevailing wage rates for similar classification of work in Dade County, Florida, as

established in the Federal Area Wage Decision by the United States Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Davis Bacon Act shall prevail during the term of this contract. Bidder(s) shall comply with the regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the County certify copies of their payroll whenever requested, allow the County to performs interviews to their work force and allow the County to inspect their payrolls as it may deem necessary. The above agreement shall be used only when federal funds are utilized for specific project not exceeding \$50,000.00 each.

#### 2.18.4 PHCD Section 3 Requirements

This contract is a Section 3 covered activity for PHCD. Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons. Bidder(s) are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Housing Affidavits Appendix "B" and Attachment 1). An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section 3 subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted). See Appendix B: Section 3 of the HUD Act of 1968.

### SECTION 3 – TECHNICAL SPECIFICATIONS

#### 3.1 SCOPE OF WORK

Provide all labor, equipment, tools and incidentals to perform all tasks described in this document to comply with regulations and lessen the likelihood of lift station failure.

#### 3.2 INITIAL SERVICES

The successful bidder must perform all the tasks listed in these Technical Specifications, Paragraph 3.8 at each station listed in the Group, within thirty (30) days of the date of the initial Purchase Order. Upon completion of these initial services, successful bidders will perform all the tasks, at each station, with the frequencies shown in paragraph 3.8.

#### 3.3 ET READINGS

In accordance with Miami-Dade County RER-Environmental Resources Management regulations, successful bidders will use an ET WEB Filing application to submit Elapsed Time (ET) readings for each station on a monthly basis.

#### 3.4 RER INSPECTIONS

Successful bidders will be present for RER Environmental Resources Management field inspections.

#### 3.5 MAINTENANCE REPORT

Successful bidders must maintain records of all work performed at each station and complete a "Lift Station Maintenance Report" during each visit. The reports must be kept current by the successful bidder at all times and must include, at minimum, the following information: Station Number, Station Location, Service Date, Detailed Services Performed, ET Readings, Inspection Checklist, and General Observations.

#### 3.6 EMERGENCY REPAIRS

Should emergency repairs be needed to keep a Group 1 or a Group 2 station in operation, successful bidders will promptly provide all labor, equipment, tools, parts, and incidentals to efficiently and promptly carry-out the necessary repairs. Bidders must quote an all-inclusive hourly rate for all emergency services performed during normal working hours (7:00 am to 5:00pm, Monday through Friday, excluding observed County Holidays). Bidders must also quote an all-inclusive hourly rate for all emergency repair services performed after normal working hours. Charges for equipment rental and parts will be reimbursed to the successful bidder, at cost, when added to the invoice with proof of cost.

#### 3.7 CONTACTS

<u>Department</u>	<u>Procurement Liaison</u>	<u>Project Manager</u>
Miami-Dade Public Housing & Community Development (M-DPHCD)	Indira Rajkumar 786-469-4164 indi@miamidade.gov	Robert Nunez 786-469-4145 rnunez@miamidade.gov
Community Action and Human Services (CAHS)	Yolanda Singleton 786-469-4625 land@miamidade.gov	Corey D. Jones 786-469-4655 jcorey@miamidade.gov

3.8 **PREVENTIVE MAINTENANCE TASKS** - At minimum, the successful bidder will perform the following tasks, at the listed frequencies.

MAINTENANCE TYPE	TASK	FREQUENCY
Basic Station Maintenance	Visit site to check station operation	Every month
	Check level controls	Every month
	Log elapsed time meters	Every month
	Verify pumps operate on manual and on automatic	Every month
	Spray controls to protect against corrosion	Every 12 Months
Pump Maintenance	Inspect & lubricate bearings	Every 3 Months
	Inspect impellers	Every 3 Months
	Inspect packing	Every 3 Months
	Inspect seals	Every 3 Months
	Check electrical cable	Every Month
	Inspect running amperes	Every 12 Months
	Inspect insulation oil	Every 12 Months
	Replace packing	Every 12 Months
	Inspect outflow pressure	Every 12 Months
Gate Valve Maintenance	Lubricate	Every Month
	Exercise	Every Month
Check Valve Maintenance	Inspect	Every 6 Months
	Exercise	Every 12 Months
Control Panel Maintenance	Inspect for corrosion	Every Month
	Inspect alarm light & horn	Every Month
	Test Pump	Every Month
	Inspect for tripped breakers	Every Month
	Tighten Connections	Every 6 Months
Maintenance of Floats	Inspect	Every Month
	Cables	Every Month
Maintenance of Locks	Lubricate	Every 6 Months
Hatch Cover Maintenance	Inspect	Every 6 Months
Wet Well Maintenance	Inspect grease level	Every Month
	Inspect Pump Guide Rails	Every 6 Months
	Inspect Pump Guide Levels	Every 6 Months

SOLICITATION TITLE: Maintenance of M-DPHCD and CAHS Lift Stations

SOLICITATION NO. FB-

Enter Company's Legal Name→ \_\_\_\_\_

Enter Company's Federal Tax identification Number→ \_\_\_\_\_

Paragraph 4.2 Prices for Group 1 - Maintenance of Miami-Dade Public Housing and Community Development (M-DPHCD) Lift Stations

Enter the Prices Proposed  
by Your Firm  
↓

Item No.	Estimated Quantities (For 1 Year)		County Dept.	Service Description	Unit Price	
	Quantity	Unit of Measure				
1	12	Months	M-DPHCD	Maintain the lift stations listed in Items 1 through 4: Little River Plaza 8225 NW Miami Ct. PS #843		Per Month
2	12	Months	M-DPHCD	Little River Terrace 8351 NW 5 Pl. PS #842		Per Month
3	12	Months	M-DPHCD	Twin Lakes 1205 NW 95 St. PS #668		Per Month
4	12	Months	M-DPHCD	Palm Tower 950 NW 95 St. PS #965		Per Month
5	170	Hours	M-DPHCD	Hourly rate for all emergency services performed during normal working hours		Per Hour
6	105	Hours	M-DPHCD	Hourly rate for all emergency services performed after normal working hours		Per Hour

SOLICITATION TITLE: Maintenance of M-DPHCD and CAHS Lift Stations

SOLICITATIO

Enter Company's Legal Name → \_\_\_\_\_

Enter Company's Federal Tax identification Number → \_\_\_\_\_

Paragraph 4.3 Prices for Group 2 - Maintenance of Community Action and Human Services (CAHS) Lift Stations

Enter the Price:  
by Your  
↓

<u>Item No.</u>	<u>Estimated Quantities</u> (For 1 Year)		<u>County</u> <u>Dept.</u>	<u>Service Description</u>	<u>Unit Pr</u>
	<u>Quantity</u>	<u>Unit of</u> <u>Measure</u>			
				Maintain the lift stations listed in Items 1 and 2:	
1	12	Months	CAHS	West Dade Adult Day Care 6950 N. Waterway Drive. Miami, Florida 33155	
2	12	Months	CAHS	Colonel Zubkoff 55 NW 199th Street Miami, Florida 33056	
3	150	Hours	CAHS	Hourly rate for all emergency services performed during normal working hours	