

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 5435-0/16

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1500103
 TERM OF CONTRACT 2 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Tank Cleaning Services

Description: To establish a pool of pre-qualified vendors capable of providing dewatering/and or wastewater tank cleaning services.

Issuing Department: Water and Sewer
 Contact Person: Erin Gore-Morris
 Phone: (305) 375-4254

Estimate Cost: \$1,000,000.00

Funding Source: GENERAL Proprietary
FEDERAL
OTHER

ANALYSIS

Commodity Codes: 910-70

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:	USI Environmental Inc.		
Small Business Enterprise:	No		
Contract Value:	\$1,000,000.00	\$	\$
Comments: 			

Continued on another page (s): YES NO

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Erin Gore-Morris
 Date sent to SBD: 6/22/15

Date returned to DPM:

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.0 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing dewatering and/or wastewater tank cleaning services for the County. Entry into the pre-qualification pool is not a contract between Miami-Dade County and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling Submitters to qualify at any time after the initial RTQ opening date.

2.1 DEFINITIONS

Submitter: shall refer to anyone responding to this Request to Qualify (RTQ)

Submittal: shall refer to the form submitted in this Request to Qualify (RTQ)

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the **two (2) year period**.

2.3 QUALIFICATION CRITERIA

Submitters shall provide all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interest, allow Submitters to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of Submitters who will be included under the pre-qualification pool.

Submitters that meet the following qualifications will be placed on a list for participation in future spot market competitions.

- A. Submitters shall be regularly engaged in the business of providing dewatering and/or wastewater tank cleaning services. Submitters must provide a list of projects completed within the last two years.
- B. Submitters shall describe the method their firm intends to use to dewater and/or clean wastewater tanks. The County reserves the right to require a demonstration to test the

proposed methods. If the submitter intends to offer more than one method, each must be detailed in the bid submittal page.

- C. References shall be provided that can confirm that the Submitter has successfully completed projects for their proposed dewatering and/or wastewater tank cleaning methods. References provided must include the company name, and the name, title, address, telephone number, and e-mail address of the contact person and the method used. These references shall ascertain to the County's satisfaction that the Submitter has sufficient expertise in the methods being proposed.
- D. Submitter shall employ a superintendent with sufficient experience in dewatering and/or wastewater tank cleaning services in the method being proposed. Submitters shall list the superintendent's contact information and provide a resume with their bid submittal.

Vendors pre-qualified under Bid No. 5435-0/16 entitled "Dewatering and Tank Cleaning Services-Prequalification Pool" are automatically qualified under the ensuing pool that is a result of this RTQ.

2.4 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation, contact Erin Gore-Morris, (305) 375-4254, eringm@miamidade.gov

2.5 SITE VISIT

Site visits may apply if so defined in the Request for Quote (RFQ)

2.6 RECORD KEEPING

Submitters shall prepare and submit all reports required by all applicable laws, regulations, rules, and permits. The Submitter shall deliver to the County, one copy of all applications, permits, reports, records, and correspondence, within 30 calendar days of submission or receipt. Submitter shall also maintain a file of the above items and make this file available for inspection by the County and others authorized by it. Submitter shall maintain these files and make them available for inspection for the duration of the RTQ, plus five (5) years.

2.7 COMPLETION OF WORK

All work shall be performed in accordance with good commercial practices. The work schedule and completion dates shall be adhered to by the successful Submitter(s); except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the Submitter. In these cases, the successful Submitter shall notify the County of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the County.

Should an awarded Bidder of a Request for Quote (RFQ) fail to complete the work within the number of days as stated in its offer, or the timeframe cited in the RFQ, the County may terminate the order, secure the services of another Submitter to complete the work, and/or terminate the contract with the Bidder.

2.8 WORK ACCEPTANCE

Projects(s) will be inspected by authorized representative of the County. This inspection shall be performed to determine the acceptance of work, appropriate invoicing, and warranty conditions.

2.9 INSURANCE

Submitters are not required to provide proof of insurance to be added to this pre-qualification pool. However for any subsequent Request for Quote, if insurance is required it shall be in accordance with County standard insurance requirements per section 1.21 of the terms and conditions with the exception of the sections as identified, below:

Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

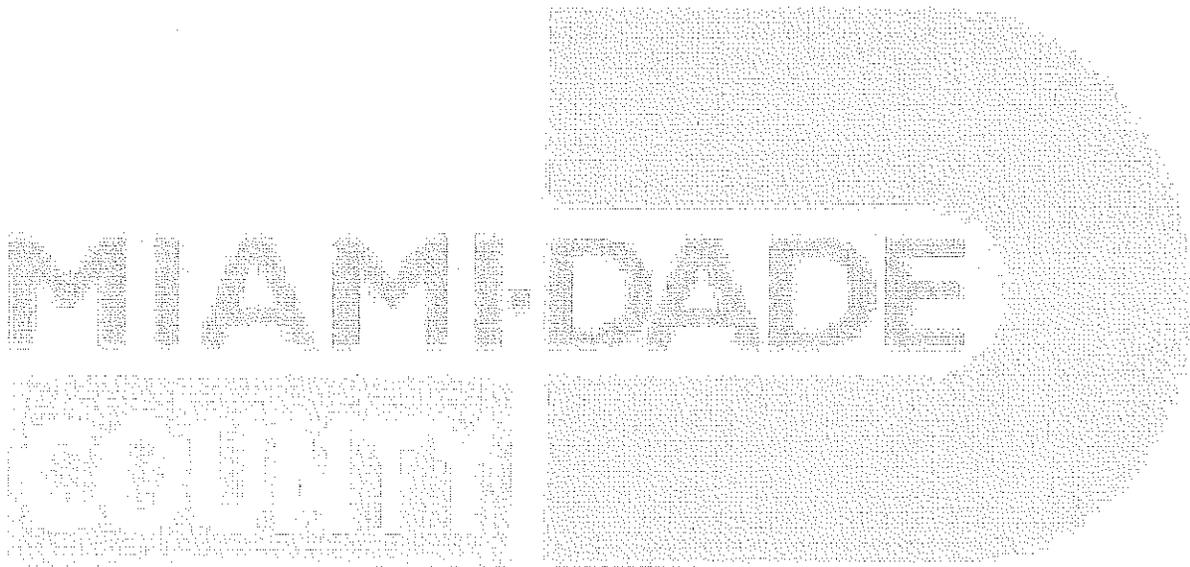
SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Provide dewatering and/ or tank cleaning services for Miami-Dade County.

3.2 DESCRIPTION OF SERVICE

Service consists of dewatering and tank cleaning using an approved suitable method. The County shall be the sole judge of the acceptable method and their decision shall be final. If applicable, Submitter will provide the means and methods of dewatering/and or cleaning, removal and disposal with their submission.



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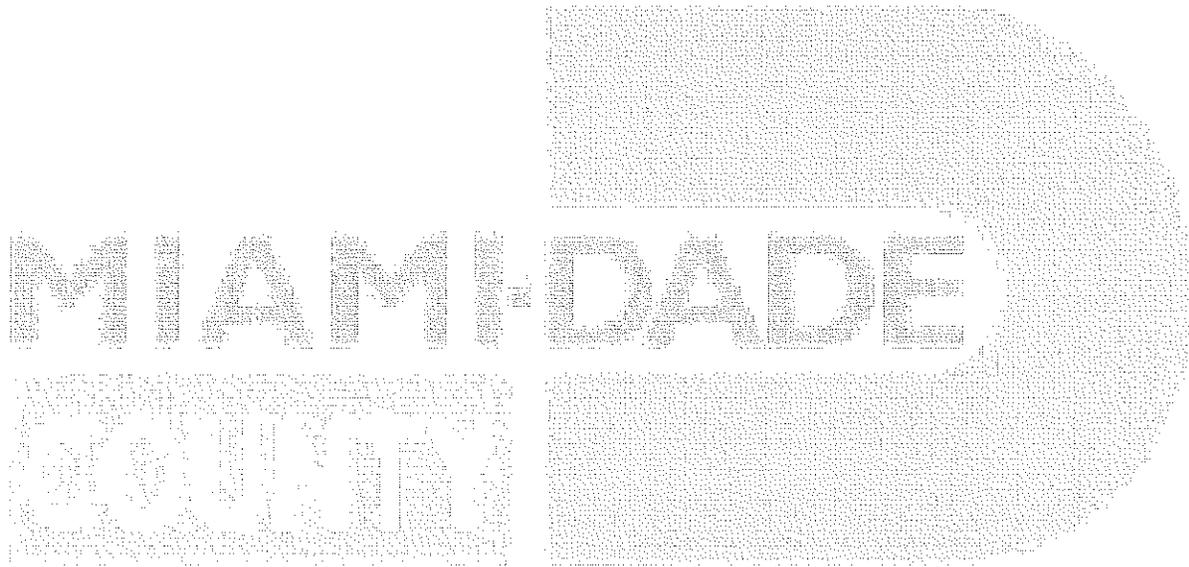
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**Miami-Dade County
Procurement Management Services
Proposal Submittal Form**

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

Solicitation No.		Solicitation Title: Dewatering and Tank Cleaning Services- Request to Qualify		
Legal Company Name (include d/b/a if applicable): <input style="width: 150px; height: 20px;" type="text"/>		Federal Tax Identification Number: <input style="width: 100px; height: 20px;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 150px; height: 20px;" type="text"/>		State Incorporated/Organized: <input style="width: 150px; height: 20px;" type="text"/>		
Company Operating Address: <input style="width: 300px; height: 20px;" type="text"/>		City <input style="width: 150px; height: 20px;" type="text"/>	State <input style="width: 40px; height: 20px;" type="text"/>	Zip Code <input style="width: 40px; height: 20px;" type="text"/>
Company Contact Person: <input style="width: 150px; height: 20px;" type="text"/>		Email Address: <input style="width: 150px; height: 20px;" type="text"/>		
Phone Number (include area code): <input style="width: 80px; height: 20px;" type="text"/>	Fax Number (include area code): <input style="width: 80px; height: 20px;" type="text"/>	Company's Internet Web Address: <input style="width: 300px; height: 20px;" type="text"/>		
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if Proposer has such conviction to disclose to comply with this requirement.</p>				
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Proposer meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>				
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to proposal submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Proposer is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.</p>				

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise?

Yes

No

If yes, please provide your Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this proposal through a duly authorized representative, the Proposer certifies that the Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the Proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the Proposer shall furnish together with its proposal response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

The submittal of a proposal by a Proposer will be considered a good faith commitment by the Proposer to negotiate a contract with the County in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein.

Proposer's Authorized Representative's Signature:

Date

Type or Print Name

2.4.1.c	Client Reference No. 1	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____ Method Used: _____
	Client Reference No. 2	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____ Method Used: _____
	Client Reference No. 3	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____ Method Used: _____
2.3.d	Superintendent Information	Name: _____ Telephone No.: _____ Title: _____ Email Address: _____ Attach resume below: