

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. N/A

Contract
 Re-Bid Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1500116
 TERM OF CONTRACT: 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: JCI BMS Maintenance

Description: Establish a full-service maintenance contract to provide all necessary labor, materials, equipment, and transportation for the Miami-Dade County Children's Courthouse.

Issuing Department: ISD
 Contact Person: Jessica Tyrrell
 Phone: 305-375-4946

Estimate Cost: 500,000

Funding Source: GENERAL
FEDERAL
OTHER Internal Svc

ANALYSIS

Commodity Codes:	90608				
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> 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): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation: 				
Signed: Jessica Tyrrell		Date sent to SBD: 8/7/15		
		Date returned to DPM: 		

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

The purpose of this solicitation is to establish a full-service contract to provide all necessary labor, materials, equipment, and transportation to furnish a comprehensive program of inspections, preventative maintenance, emergency repair, and routine repair services of the building management system at the Miami Children's Courthouse located at 155 NW 3rd Street, Miami, Florida 33128.

2.2 PRE-BID CONFERENCE/SITE VISIT

A pre-bid conference/site visit will be held xxxxxxxxxxxxxxxx at xx:xx AM (local time) at Miami-Dade County Children's Courthouse, 155 NW Third Street, Miami, FL 33128 in room xxx. It is recommended that a representative of a potential bidder attend this pre-bid conference/site visit as the "Cone of Silence" will be lifted during the pre-bid conference/site visit and special conditions and specifications included within this solicitation will be discussed. It is suggested that bidders bring a copy of the solicitation document to the pre-bid conference/site visit as additional copies will not be provided.

Bidders are advised to carefully examine the requirements and specifications in this solicitation and to become thoroughly aware of any and all conditions and requirements that may in any manner effect the work to be performed under this contract. It shall be the sole responsibility of the bidders to examine the equipment and site under this contract prior to submittal of a bid.

Failure or omission of the bidder(s) to review any instructions, documents, specifications, or to visit the facility and become acquainted with the nature and location of the work, the general and local conditions, and all matters which may in any way effect performance shall not relieve the bidder(s) of any obligation to perform as specified herein.

2.3 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners (BCC), 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 bid documents. The contract shall remain in effect for sixty (60) months and shall expire on the last day of the last month of the contract term.

2.4 METHOD OF AWARD

Award of this contract will be made to the 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.

Bidders shall provide the total annual cost, inclusive of all necessary labor, transportation, material, and equipment to furnish a comprehensive program of preventative maintenance and emergency repair services to keep the BMS in operating condition within Original Equipment Manufacturer (OEM) specifications throughout the life of this contract.

Failure of any Bidder to perform in accordance with the terms and conditions of this contract may result in the bidder being deemed in breach of the contract. The County may terminate the contract for default and charge the successful Bidder re-procurement costs, if applicable. Should the awarded Bidder be terminated for any reason, the County shall have the right to negotiate with the next lowest, responsive, responsible bidder.

MINIMUM QUALIFICATION

~~Bidder(s) shall submit with their bid all the specified information, documents, and attachments as proof of compliance to the minimum qualification requirement; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the evaluation process. Failure to provide proof of compliance to the minimum qualification requirement, as specified by the County, may result in the bidder bid being declared non-responsive. The County shall be sole judge of the Bidder's conformance with the qualification requirements and its decision shall be final. The County reserves the right to verify the information submitted by the Bidder and to obtain and evaluate additional information, as it deems necessary to ascertain the bidder's conformance to the minimum qualification requirement.~~

~~Failure to provide proof of compliance with the minimum qualification requirement below may result in the bidder being deemed non-responsive. The County shall be the sole judge of the bidder's conformance to the minimum requirements and its decision shall be considered final.~~

Minimum qualification:

~~1) Original Equipment Manufacturer (OEM) or Johnson Controls Authorized Building Control Specialist (ABCS) designation for Metasys products. Bidder must shall provide a letter on company letterhead stating they are the OEM or provide a certificate proving ABCS status for Metasys products.~~

~~Bidder(s) shall submit with their bid all the specified information, documents, and attachments as proof of compliance to the minimum qualification requirement; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirement information/documents during the evaluation process. Failure to provide proof of compliance to the minimum qualification requirement, as specified by the County, may result in the bidder bid being declared non-responsive. The County shall be sole judge of the Bidder's conformance with the qualification requirements and its decision shall be final.~~

~~The successful bidder must shall maintain the minimum qualifications as described above throughout the duration of the contract.~~

2.5 PRICES

~~The prices proposed by the bidder shall remain fixed and firm during the term of the contract, including any option to renew periods and hourly rates. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.~~

2.6 METHOD OF PAYMENT

~~In addition to the terms and conditions stated in Section 1.2H – Prompt Payment Terms and Section 1.34 – Invoices, the County will pay the successful bidder's annual price listed in Section 4 in twelve (12) equal monthly installments.~~

~~Invoices and associated back-up documentation shall be submitted by the Contractor to the County as follows:~~

Miami-Dade County
Internal Services – FUMD
Attn: David Racine
155 NW 3rd Street
Miami, Florida 33128
(P) (305) 375-4568

(E) dracine@miamidade.gov

2.7 MIAMI-DADE COUNTY RESPONSIBLE WAGES

If the total contract value, exceeds \$100,000 the provisions of Section 2-1.16 (Responsible Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this Code Section may be obtained online at www.miamidade.gov . A copy of the Ordinance may be obtained online at <http://www.miamidade.gov/business/library/ordinances/responsible-wage-code.pdf>. A copy of the Responsible Wages and Benefits Reports may be obtained online at <http://www.miamidade.gov/business/reports-wages.asp#0>

2.8 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, please contact Jessica Tyrrell at (305) 375-4946 or Tyrrell@miamidade.gov.

2.9 BUSINESS HOURS OF OPERATION

The preventive maintenance services shall will be performed during normal business hours. Normal business hours of operation are Monday through Friday, between the hours of 7:00 AM and 4:00 PM local time.

The holidays currently observed by Miami-Dade County are: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas.

The Awarded bidder will shall be required to provide all emergency repair services when needed regardless of day and/or time.

The aAwarded bidder will shall coordinate directly with the County Project Manager in scheduling all jobs, repairs, preventive maintenance, materials deliveries and other actions.

2.10 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. Upon final completion, the Bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.11 PERFORMANCE GUARANTEES

In order to assure that Miami-Dade County receives the quality and response necessary to insure the safety of County employees and guests of the Miami-Dade County Children's Courthouse and to achieve optimal maintenance of equipment, the contract administrator may impose administrative charges in the amount listed below. These administrative charges are deducted against the monthly invoices from the successful bidder. When the outstanding invoices are insufficient, the County may invoice the selected bidder for failure to perform in accordance with the contract. The deduction may be based upon the following schedule:

<u>Incident Type</u>	<u>Administrative Charges</u>
<p>Failure to respond to a repair service call after normal working hours within:</p> <ul style="list-style-type: none"> • A minimum of two (2) hours during the regular work week (Monday through Friday) 	<p>10% of the monthly charge, per occurrence</p>

• A minimum of four (4) hours on weekends (Saturday & Sunday) and Holidays.	
Failure to complete a repair within the mutually agreed time from the time a call is received.	5% of the monthly charge, per occurrence
Shut down due to lack of parts	100% per diem

Repeated failures to comply with the Contract requirements may result in bidder being placed in default of the contract for failure to perform whether deductions have been taken or not.

2.12 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER

Work shall be continually subject to oversight and approval by the County's Project Manager. In the event workmanship is found incomplete, unsafe, otherwise unsatisfactory in the judgment of a designated County representative, the successful bidder shall, upon notice, immediately correct any such discrepancies or deficiencies. The successful bidder shall adhere to OEM's suggested maintenance procedures to ensure the equipment is working in full OEM compliance.

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 contract documents regardless of project completion status. All corrections shall be made within twenty-four hours from the point when such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Bidder by the County's project administrator, who may confirm all such verbal reports in writing. 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, at its discretion, notify the Bidder, in writing, that the Bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within twenty-four hours from receipt of the notice. If the Bidder fails to correct the work within the period specified in the notice, the County shall place the Bidder in default, obtain the services of another bidder/vendor to correct the deficiencies, and charge the incumbent Bidder for these costs; either through a deduction from the final payment owed to the Bidder or through invoicing. If the Bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.13 ADDITION/DELETION/MODIFICATION OF EQUIPMENT AND SERVICES AT CHILDREN'S COURTHOUSE

A. Additional Equipment and/or Services

Although this solicitation and resultant contract identifies specific equipment and services to be provided, it is hereby agreed and understood that any additional equipment and/or services may be added to this contract at the option of the County for items such as smoke evacuation certification, testing and repair services, upgrades, etc. The successful bidder under this contract shall be invited to submit price quotes for the additional equipment and/or services. If the quote is determined to be fair and reasonable, then the additional work will be awarded to the current Bidder. The County may determine to obtain price quotes for the additional equipment and/or services from other vendors bidders in the event that fair and reasonable pricing is not obtained from the current contracted Bidder, or for other reasons at the County's discretion.

B. Facility Modifications

Should the facility increase or decrease in size or equipment, price quotes shall be obtained for the modification.

C. Deletions

Equipment and/or services may be deleted when such services are no longer required during the contract period; upon written notice to the Bidder.

D. Increase/Decrease Service

~~The County may increase or decrease the frequency or types of services that are listed in Section 4, Bid Submittal Form. If the frequency or types of services are reduced to less than the amount stated in Section 4 — Bid Submittal, the County will negotiate with the Bidder and if the negotiated price is competitive, the County will adjust prices for the next payment. If the County determines that the negotiated prices are not competitive, the County reserves the right to acquire the services through a separate solicitation.~~

Any changes shall be added to this contract by formal modification of the award sheet.

~~2.14~~ **AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS AND FACILITIES**

~~Although this Solicitation is specific to a County Department and Facility, it is hereby agreed and understood that any County department may utilize this contract and purchase any and all items/services specified herein from the successful bidder in accordance with Section 4 — Bid Submittal. Hourly rates established in Section 4 — Bid Submittal shall be deemed to provide full compensation to the Bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight time for all labor, except as otherwise noted. The Bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. The County reserves the right to negotiate the number of hours included in the total cost of any one work order, where a quotation for an hourly rate is required. Parts required for projects shall be provided to the County on a "pass through" basis. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s).~~

2.145 WARRANTY

In addition to all other warranties that may be supplied for goods purchased from the OEM to be used during Services provided under this contract, the successful bidder shall warrant its services against faulty labor for a minimum period of one (1) full year after the date of acceptance of the labor, materials, and/or equipment by the County. The warranty requirement shall remain in force for the full one (1) year period regardless of whether this successful bidder is under contract with the County at the time of defect. Any payment by the County for the goods and/or services does not constitute a waiver of these warranty provisions.

All repair and/or replacement parts supplied by the successful bidder shall be warranted for a minimum period of one (1) full year after the parts have been installed in County equipment.

The manufacturer warranty on the equipment listed in this solicitation has recently expired. The successful bidder is solely responsible for all covered equipment from the date of award. The bidder shall be fully responsible for all of the equipment "as-is".

2.156 OMISSIONS FROM THE SPECIFICATIONS

The apparent silence regarding any details from the specification of a detailed description concerning any point shall not negate or infringe on the prime objective of this contract, which is to have all equipment at the specified facilities in operating condition in accordance with OEM specifications throughout the life of this contract. Only the best industry practices are to prevail and only materials and professional workmanship of the highest quality are to be used. All interpretation of these specifications shall be made upon the basis of this understanding.

2.167 PARTS

All replacement parts shall be included in the annual cost of this Bid. No additional charges shall be assessed for parts used for replacement on items covered under this contract. Replacement parts are subject to the approval of the County and become property of County. The County may, at its sole

discretion, specify the parts and materials to be used to perform any work or services rendered under this contract.

All parts and materials provided under this agreement shall be new or factory rebuilt, Original Equipment Manufacturer (OEM), free from defects, and guaranteed suitable for their particular designed purposes. Non-OEM parts shall not be used, unless the successful bidder has prior approval from the County Project Manager.

The successful bidder, at their own expense, shall obtain parts in the most expeditious manner available, which may include overnight air shipping and special fast track ordering. Bidder shall maintain a spare BMS parts inventory of the most common components to ensure a rapid turnaround in repair of the system.

2.178 REPAIRS DUE TO FORCE MAJEURE

Although this is a full service contract for the building management system located at the Miami-Dade Children's Courthouse, it is hereby agreed and understood that the County may require additional repairs due to force majeure. Force majeure includes: an act of nature, war, hurricane, riot, sovereign conduct, or verifiable vandalism.

When a repair is required under these circumstances, the County shall pay the successful bidder the hourly rate(s) provided in Section 4 – Bid Submittal, the hourly rate(s) quoted shall be deemed to provide full compensation to the bidder for labor, equipment use, and travel time. The cost of parts and materials shall be paid on a cost "pass-through" basis. The successful bidder shall charge the County the same invoice prices he or she is charged by his or her supplier. A copy of the successful bidder's invoice from the supplier for parts shall be submitted with the successful bidder's invoice for payment. In cases where the successful bidder manufactures its own parts, the bidder will charge the County a price no higher than he or she charges his most favored customer. The County reserves the right to request verification.

2.189 COMPLIANCE AND REGULATIONS

A. 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 born solely by the responsible successful bidder. Barricades shall be provided by the successful bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Department Project Manager.

B. Protection of Property

All existing property, parts, equipment, utilities, services, etc. shall be protected against damage or interrupted service at all times by the successful bidder during the term of this contract. The successful bidder shall be held responsible for repairing or replacing property to the satisfaction of the County should it be damaged by reason of the bidder's operation on the property.

C. Personnel Identification

All personnel employed by the successful bidder, including any subcontractor and subcontractor's employees when applicable, shall display at all times an identification badge which shall include the employee's name, the employer's name, and either a physical description or a photograph of the employee.

D. Compliance with Local, State and Federal Standards and Regulations

All products to be provided under this contract shall be in accordance with all governmental standards, regulations and codes to include, but not be limited to, those issued by the Occupational

Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.1920 SUBCONTRACTING

Successful bidder will be permitted to sub-contract portions of the work to competent sub-contractors, however, the successful bidder shall be the primary service provider. The company name, contact person and a copy of their license/certificate shall be submitted to the Internal Services Department, Procurement Management Division for approval. The sub-contractors are the responsibility of the successful bidder and not the County. All sub-contractors performing work for the County shall be duly licensed prior to commencement of any work during the contract period.

Successful bidder shall be fully responsible to the County for acts and omissions of the sub-contractors and persons employed by them, as they are for acts and omissions of persons directly employed by them.

Any work or service to be performed by a subcontractor must have the prior approval of the County. The County reserves the right to approve, disapprove, or dismiss any sub-contractors. Rejection of any subcontractor shall not entitle the successful bidder adjustment of bid prices. The successful bidder shall inform the County prior to scheduling any subcontractor's visit to any County facility.

Failure by the successful bidder to have a subcontractor approved by Miami-Dade County will not relieve the bidder of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this contract.

Nothing contained in this bid solicitation shall be construed to create any contractual relationship between the County and any sub-contractor.

2.201 INSURANCE REQUIREMENTS

This section overrides Section 1.22 – Insurance Requirements, subsection A. for this solicitation.

The Contractor shall furnish to the Internal Services Department, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
2. 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.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the 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**

To provide an ~~all-inclusive~~ full-service maintenance program including all necessary parts, labor, materials, equipment, and transportation to furnish an all-inclusive, comprehensive program of preventative maintenance and emergency repair services of the Johnson Controls Metasys Building Management System (BMS) at the Miami-Dade Children's Courthouse located at 155 NW Third Street, Miami, FL.

3.2 GOODS / SERVICES TO BE PROVIDED

The successful bidder shall provide ~~services as specified below~~ at a minimum the following services:

Overview

- A. Services to repair, replace and conduct critical upgrades of the Metasys system and software. All equipment included throughout this solicitation and all associated breakers, wiring, switches, servers, integrations, etc. are the responsibility of the bidder. The bidder will be required to provide all materials and parts as needed to complete all services. All blue prints, operation, and maintenance manuals for the equipment can be provided upon request.
- B. The Bidder shall provide recommendations for improved system performance and cost savings recommendations after each visit.
- C. All servicing shall be performed by qualified personnel, using procedures as recommended in the manufacturer's service manuals. The equipment shall be maintained at level necessary for optimum performance as suggested in the manufacturer's service manual and industry standards.
- D. The Bidder shall tour the facility, once a year, with the fire alarm system bidder to perform the certification of the fire alarm system. Both bidders shall coordinate the work to insure that the building fire and smoke evacuation system work in conjunction with each other as required by NFPA and local regulatory codes in combination with the fire alarm system.
- E. Bidder must provide the latest technical manual updates on Metasys BMS equipment on a yearly basis.
- F. Bidder shall maintain a log of each visit to site. Log shall list all scheduled maintenance, non-scheduled maintenance, repairs, replacement parts/equipment, date work was performed, the name of the technician that performed the work, any deficiencies encountered, and actions taken to address the deficiencies. Bidder shall maintain this log on the job site and have it available for inspection at all times.
- G. Bidder shall provide dedicated account management to coordinate delivery of service and technical assistance for the system.

Software Services

- A. The Bidder shall furnish and install software updates/revisions to maintain or improve performance within the functional capabilities of the County's system. The Bidder shall provide this service on all the operating application's software packages currently comprising the system.
- B. The Bidder shall perform database diagnostic tests and analyze the results to maintain the system database in optimum performance within the functional limits of the system.
- C. The Bidder shall install any improved or updated versions of the system software or application issued by the manufacturer.
- D. ~~The Bidder shall provide these services Monday – Friday, 7:00AM – 4:00PM local time.~~

Hardware Services

- A. The Bidder shall repair or replace failed or worn components to maintain system in peak operating condition with new or reconditioned components of compatible design. Components that are suspected of being faulty may be repaired or replaced in advance to prevent system failure. Labor, material, parts, and equipment costs are included in the Bidder's price as specified in Section 4 – Bid Submittal.

- B. The Bidder shall perform preventative maintenance in accordance with a program of standard maintenance routines as determined by the County, equipment application and location, environmental factors, and manufacturer's recommendations, in conjunction with the approval from the County.
- C. The Bidder shall conduct system integrity tests through a series of point checks, point commanding techniques, selective disabling, system wide function tests, and examination and analysis of standard report logs.
- D. The Bidder shall furnish and install firmware updates/revisions to maintain or improve performance within the functional capabilities of the County's system.
- ~~E. The Bidder shall provide these services Monday – Friday, 7:00AM – 4:00PM local time.~~
- F.E. The successful Bidder will be required to submit a schedule to follow of items to be inspected no less than once per month for the maintenance program to be approved by the County Project Manager. The schedule shall allow for all parts/equipment listed in section 3.3 (below) to be serviced, at minimum, two (2) times per year. A report with a list of equipment that has been serviced shall be submitted to the County Project Manager to verify services rendered after every visit.
- G.F. At minimum the following tasks will be performed at each preventative maintenance visit:
- a. **Server**
 - i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Upgrade NxE software to latest Metasys release.
 - iv. Check system time against network time.
 - v. Run error diagnostics report.
 - vi. Address all errors found in logs as required.
 - vii. Run communication diagnostics report.
 - viii. Check server performance.
 - ix. Backup databases.
 1. Two backups must be maintained on site using an external drive. Bidder must also keep a copy of all backups at local branch.
 - x. Document tasks performed during visit and report any observations to County Project Manager.
 - b. **Workstation**
 - i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Check system time against network time.
 - iv. Run communication diagnostics report.
 - v. Run error diagnostics report.
 - vi. Check workstation performance.
 - vii. Document tasks performed during visit and report any observations to County Project Manager.
 - c. **Controllers**
 - i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Run error diagnostics report.
 - iv. Check device logs for power outages and loss of communication.
 - v. Address all errors found in logs as required.
 - vi. Reset device logs.
 - vii. Check device reports for failed points.
 - viii. Check device reports for disabled/deactivated points.
 - ix. Check device reports for points in operator control.
 - x. Check device reports for points in alarm.
 - xi. Command all dampers, valves, speed references & start/stops. Verify their operation at the end device.

- xii. Check all temperature, relative humidity and CO2 sensors using a measuring device with a valid and up to date certification stamp.
 - xiii. Document tasks performed during visit and report any observations to County Project Manager.
- d. **Variable Air Volume (VAV's)**
- i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Check all room set points against actual room temperature reading and insure that there is less than a two degree difference.
 - iv. Command all dampers, valves and verify operation in the field.
 - v. Check and verify that actual damper position and commanded damper positions are the same.
 - vi. Check all temperature and relative humidity sensors using a measuring device with a valid and up to date certification stamp.
 - vii. Check and insure that CFM readings are within minimum and maximum CFM as per VAV schedule.
 - viii. Document tasks performed during visit and report any observations to County Project Manager.
- e. **Variable Frequency Drives (VFD's)**
- i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Visual inspection of circuit boards and components; address issues as required.
 - iv. Check drive error logs/fault codes.
 - v. Review error logs and fault codes with customer and address as required.
 - vi. Cleaning with dry air.
 - vii. Clean dust and dirt from heat sink fins with compressed dry air.
 - viii. Check electrical connections and tighten with correct torque wrench/driver as required.
 - ix. Check and replace cooling fans as required.
 - x. Exercise drive by commanding on and off via BMS and verify that drive is responding as expected.
 - xi. Exercise drive by changing speed reference via BMS and verify that drive is responding as expected.
 - xii. Check and clean air filters or replace as required.
 - xiii. Check for unusual noise or vibration.
 - xiv. Check overall condition of unit.
 - xv. Check output power with oscilloscope for each drive; printout of sine wave for each drive must be provided to the County for review.
 - xvi. Perform an IR thermal scan of the drives input power and output power circuitry and wiring. Provide the county a report of IR scan results for each drive.
 - xvii. Document tasks performed during visit and report any observations to County Project Manager.
- f. **Controls (Controller/End Devices), Roof Top Unit (RTU), Johnson Controls, 0-20 points**
- i. Check County log book for issues.
 - ii. Review log book issues with County Project Manager and address as required.
 - iii. Create local backup of existing program and store on on-site computer and on-site media.
 - iv. Verify unit is controlling to set points.
 - v. Identify and notify County Project Manager of abnormal point communications.
 - vi. Identify and notify County Project Manager of current overrides (ex: out of service) and negative impacts.

- vii. Identify and notify County Project Manager of all current alarms and negative impacts.
- viii. Field calibrate critical sensors (as sensor type and controller operations allow).
- ix. Visually validate system outputs from the field controller.
- x. Validate controls safety circuit and alarm verification.
- xi. Tighten electrical components.
- xii. Check overall condition of panel and perform visual inspection of the unit and surrounding area.

Emergency Services as Determined by the County

- A. An emergency is an unexpected situation that develops due to system failure, power loss, force majeure, or any life threatening situation for occupants of the facility, or as declared at the sole discretion of the County Project Manager, as-needed. When an emergency is deemed to exist by the County due to poor maintenance by the Bidder, emergency services shall be performed at no additional cost to the County. When an emergency is due to force majeure, the Bidder shall bill for emergency services in accordance with hourly rates defined in Section 4 – Bid Submittal.
- B. The Bidder shall provide emergency services to the County by telephone for consultation and troubleshooting of hardware and software components within one (1) hour of notification by the County, twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.
- C. The Bidder shall provide emergency services to the county by Internet for software troubleshooting and diagnostics to address software malfunctions or make necessary revisions within two (2) hours of notification by the County, twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.
- D. The Bidder shall provide emergency services to the County by on-site qualified technician personnel to provide all parts, equipment, and labor to make emergency repairs within four (4) hours of notification by the County, twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year. Bidder shall maintain an up-to-date copy of the software/program at all times in case it becomes necessary to reload the software/program on-site.

3.3 EQUIPMENT TO BE SERVICED

- A. 1 Controls Software, Supervisory/Server/UI, Johnson Controls, ADX
- B. 1 Controls (Controller/End Devices), Central Cooling Plant, 3rd Party, 51-100 points
- C. 27 Controls (Controller/End Devices), Air Handling Unit (AHU), 3rd Party, 21-60 points
- D. 2 Controls (Controller/End Devices), Air Handling Unit (AHU), 3rd Party, 0-20 points
- E. 484 Controls (Controller/End Devices), Variable Air Volume (VAV), Johnson Controls, 0-25 points
- F. 1 Controls (Controller/End Devices), Roof Top Unit (RTU), Johnson Controls, 0-20 points
- G. 5 Controls (Controller/End Devices), Generic Input/Output, 3rd Party, 0-20 points
- H. 26 Air Handling Unit (AHU), Variable Frequency Drive (VFD), 40-60 HP
- I. 1 Integration Functionality Verification – Controls

3.4 INTEGRATIONS

Bidder is responsible for ensuring all integrations listed below are operating in accordance with OEM standards:

Device	Device Description	Object ID	Instance Number	Manufacturer	IP Address
GEN-1	Generator	3001671		KOHLER-GEN	1 10.97.100.231
ATS-EDPA	Automatic Transfer	3001679		ATS-EDPA Kohler	3 10.97.100.224
ATS-EDPB	Automatic Transfer	3001680		ATS-EDPB Kohler	2 10.97.100.223
ATS-CB	Automatic Transfer	3001681		ATS-CB Kohler	5 10.97.100.226
ATS-LS	Automatic Transfer	3001682		ATS-LS Kohler	4 10.97.100.225

UPS-1	UPS	3001972		UPS-1 Eaton	1 10.97.103.245
MSB1	Meter	3002862		MSB1 Eaton	1 10.97.100.228
MSB2	Meter	3002863		MSB2 Eaton	1 10.97.100.229
GEN-FUEL	Generator Fuel	3002321	3	Pnuematicator	
Lighting	Lighting	3003775	8002	Cooper	
MN-LP1	Meter	3009063	10011	Eaton	
MN-HL1	Meter	3009064	10012	Eaton	
MN-LP2	Meter	3009065	10014	Eaton	
MN-HL2	Meter	3009066	10015	Eaton	
MN-HAC2	Meter	3009067	10016	Eaton	
MN-LP3A	Meter	3009068	10017	Eaton	
MN-HL3	Meter	3009069	10018	Eaton	
MN-HAC3	Meter	3009070	10019	Eaton	
MN-LP4A	Meter	3009071	10032	Eaton	
MN-HL4	Meter	3009072	10033	Eaton	
MN-HAC4	Meter	3009073	10034	Eaton	
MN-LP5A	Meter	3009074	10035	Eaton	
MN-HL5	Meter	3009075	10036	Eaton	
MN-HAC5	Meter	3009076	10037	Eaton	
MN-LP6	Meter	3009077	10038	Eaton	
MN-HL6	Meter	3009078	10039	Eaton	
MN-HAC6	Meter	3009079	10040	Eaton	
MN-LP7	Meter	3009080	10051	Eaton	
MN-HL7	Meter	3009081	10052	Eaton	
MN-HAC7	Meter	3009082	10053	Eaton	
MN-LP8	Meter	3009083	10054	Eaton	
MN-HL8	Meter	3009084	10055	Eaton	
MN-HAC8	Meter	3009085	10056	Eaton	
MN-LP9	Meter	3009086	10057	Eaton	
MN-HL9	Meter	3009087	10058	Eaton	
MN-HAC9	Meter	3009088	10059	Eaton	
MN-LP10	Meter	3009089	10060	Eaton	
MN-HL10	Meter	3009090	10061	Eaton	
MN-HAC10	Meter	3009091	10062	Eaton	
MN-LP11	Meter	3009092	10063	Eaton	
MN-HL11	Meter	3009093	10064	Eaton	
MN-HAC11	Meter	3009094	10065	Eaton	
MN-LP12	Meter	3009095	10066	Eaton	
MN-HL12	Meter	3009096	10067	Eaton	
MN-HAC12	Meter	3009097	10068	Eaton	
MN-LP13A	Meter	3009098	10069	Eaton	

MN-HL13	Meter	3009099	10070	Eaton	
MN-HAC13	Meter	3009100	10071	Eaton	
MN-LP14A	Meter	3009101	10072	Eaton	
MN-HL14	Meter	3009102	10073	Eaton	
MN-HAC14	Meter	3009103	10074	Eaton	
ME-HNE1 (Meter Not Installed)	Meter	3009104	9011	Eaton	
ME-HLS1	Meter	3009105	9012	Eaton	
ME-LLS1	Meter	3009106	9013	Eaton	
ME-HNE2	Meter	3009107	9014	Eaton	
ME-LNE2	Meter	3009108	9015	Eaton	
ME-LNE2A	Meter	3009109	9016	Eaton	
ME-HNE3	Meter	3009110	9027	Eaton	
ME-HLS3	Meter	3009111	9028	Eaton	
ME-LLS3	Meter	3009112	9029	Eaton	
ME-HNE4	Meter	3009113	9030	Eaton	
ME-HNE5	Meter	3009114	9031	Eaton	
ME-LNE5	Meter	3009115	9032	Eaton	
ME-HNE6	Meter	3009116	9033	Eaton	
ME-HLS6	Meter	3009117	9034	Eaton	
ME-LLS6	Meter	3009118	9035	Eaton	
ME-HNE7	Meter	3009119	9051	Eaton	
ME-HNE8	Meter	3009120	9052	Eaton	
ME-LNE8	Meter	3009121	9053	Eaton	
ME-HNE9	Meter	3009122	9054	Eaton	
ME-HLS9	Meter	3009123	9055	Eaton	
ME-LLS9	Meter	3009124	9056	Eaton	
ME-HNE10	Meter	3009125	9057	Eaton	
ME-LNE11	Meter	3009126	9058	Eaton	
ME-HNE11	Meter	3009127	9059	Eaton	
ME-HNE12	Meter	3009128	9060	Eaton	
ME-HLS12	Meter	3009129	9061	Eaton	
ME-LLS12	Meter	3009130	9062	Eaton	
ME-HNE13	Meter	3009131	9063	Eaton	
ME-DPELA	Meter	3009132	9064	Eaton	
ME-DPELC	Meter	3009133	9065	Eaton	
ME-DPELB	Meter	3009134	10066	Eaton	
MN-HAC1	Meter	3009135	10013	Eaton	
Fire Alarm System	-	3018923	11	Siemens	
Elevators		3030602		Kone	
AC Units				Diken	
Weather Station					

SECTION 4 – BID SUBMITTAL

Bidder's price shall be submitted on this Section 4 – Bid Submittal document and in the manner stated herein. Bidder is requested to fill in all applicable blanks on this form. Bidder's annual prices and hourly rates provided must include all cost elements, including all out-of-pocket expenses, including but not limited to materials, equipment, parts, labor, travel, transportation, and any other miscellaneous costs and/or fees, as such expenses shall not be reimbursed separately by the County.

Annual Price for Contract Term (Years 1 through 5)

The Bidder shall state its price for providing all BMS maintenance services, parts, equipment as stated in this solicitation. The Bidder shall submit its total price for each year as a flat, fixed price, which shall include all costs associated to provide the Services. Annual prices for contract term will be used to determine lowest, overall price for Bidders.

Location	Quantity	Type	Make	Frequency of Maintenance / Year	Annual Cost Year 1	Annual Cost Year 2	Annual Cost Year 3	Annual Cost Year 4	Annual Cost Year 5
Miami-Dade County Children's Courthouse 155 NW 3rd Street, Miami, FL 33128	1	Controls Software, Supervisory/Server/UI, ADX	Johnson Controls	2					
	1	Controls (Controller/End Devices), Central Cooling Plant, 51-100 points	3rd Party	2					
	27	Controls (Controller/End Devices), Air Handling Unit (AHU), 3rd Party, 21-60 points	3rd Party	2					
	2	Controls (Controller/End Devices), Air Handling Unit (AHU), 0-20 points	3rd Party	2					
	484	Controls (Controller/End Devices), Variable Air Volume (VAV), 0-25 points	Johnson Controls	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1	Controls (Controller/End Devices), Roof Top Unit (RTU), 0-20 points	Johnson Controls	2					
	5	Controls (Controller/End Devices), Generic Input/Output, 0-20 points	3rd Party	2					
	26	Air Handling Unit (AHU), Variable Frequency Drive (VFD), 40-60 HP	3rd Party	2					
	1	Integration Functionality Verification – Controls	3rd Party	2					

The Bidder shall state its hourly rate for providing all BMS maintenance services required by other County departments or for services that may be required due to force majeure. The Regular Rate per hour for services required by other County departments or for force majeure services is for services provided during normal business

hours of 7:00AM and 4:00 PM (local time) Monday through Friday. Overtime Rate per hour applies for work done outside of normal business hours, weekends, and holidays. Hourly Rates are considered to be additional information and will not be used in determining the successful Bidder.

Hourly Rates for Force Majeure Services or Services Required by Other County Departments		
Position	Regular Rate / Hour	Overtime Rate / Hour (Regular Rate x 1.5)
Technician	\$	\$

Notes:

1. Annual prices for contract period will be used to determine lowest, overall price for Bidders. Hourly rates provided will be used for information purposes and will not be used when determining lowest priced Bidder.
- 2.1. Regular Rate for force majeure services or services requested by other County departments is for services provided during normal business hours of 7:00AM and 4:00 PM (local time) Monday through Friday. Overtime Rate applies for work done outside of normal business hours, weekends, and holidays.

