

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 8804-1/15-1
 Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID1500120 TERM OF CONTRACT 5 YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Security Coverings for Windows and Doors

Description: Rental of Security Coverings for Windows and Doors for various vacant housing properties.

Issuing Department: Procurement Mgmt Contact Person: Erin Gore-Morris Phone: (305) 375-4254
 Estimate Cost: \$850,000.00 Funding Source: GENERAL FEDERAL OTHER
\$850,000

ANALYSIS

Commodity Codes: <u>90678</u> <u>91893</u> <u>96246</u> <u>975</u> <u>96265</u> <u>99025</u> <u>99046</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Asset Management Holdings DBA Vacant Property Security LLC.	Same as existing	
Small Business Enterprise:	No		
Contract Value:	\$396,107.00	\$384,927.00	\$

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: 8/17/2015
 Date returned to DPM: _____

Taylor, Coralee (ISD)

From: Gore-Morris, Erin (ISD)
Sent: Wednesday, September 02, 2015 3:41 PM
To: Johnson, Laurie (ISD)
Cc: Taylor, Coralee (ISD)
Subject: Request for SBD Input RQID1500120
Attachments: DBD DEPARTMENT INPUT RQID1500081 9.2.15.doc; ITB - 2&3 9.2.15 Mgr Approved.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Good Afternoon,

I am sending a revised request for this project. There are **no longer two groups** and the only user is **a federally funded** department. I have also **updated the commodity codes** that the incumbent vendor is registered with.

Thanks

Erin Gore-Morris, M.S., Procurement Contracting Officer
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Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under such laws and thus subject to disclosure.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the rental, installation and removal of security protection coverings for windows and doors in conjunction with the needs of Miami-Dade County.

2.2 TERM OF CONTRACT Sixty (60) Months

This contract shall commence on the first calendar day of the month succeeding approval of this contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division. This contemplated contract is contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty (60) month contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced, responsive, responsible Bidder offering the lowest aggregate price, who meets the qualifying criteria listed below. To be considered for award, the Bidder shall offer prices for all items. The County will then select the Bidder for award for by totaling the unit prices for all of the items and selecting the Bidder who offered the lowest aggregate price. If a Bidder fails to submit an offer for all items, its offer may be rejected. If the awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

Qualifying Criteria:

Bidders shall be regularly engaged in the business of providing rental and installation services of window/ and or door protection coverings.

Bidders shall provide as proof:

- A. References who can confirm that the Bidder has successfully provided the services described in this solicitation. Each reference must include the company name along with the name, address, title, telephone number and e-mail address of the contact person who can verify that the Bidder has successfully provided the rental and installation of protection coverings for windows or doors.

The County may at its sole discretion allow the Bidder to complete, supplement, or supply the required documents during the bid evaluation period. Failure to provide the required documentation as specified may result in the Bidder being declared non-responsive.

2.4 PRICES

The prices proposed by the Bidder shall be fixed with adjustments allowed that are mutually agreed upon by the Bidder and the County. The initial contract prices resultant from this solicitation shall prevail for no less than one (1) year from the contract's initial effective date. The County may consider an adjustment after the first year, to be effective each anniversary date of the contract. The pricing adjustment shall not be in excess of the increase reflected on the latest Consumer Pricing Index for **Commercial and Industrial Machinery and Equipment Rental and Leasing 5324**. It is the successful Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted ninety (90) days from the expiration of the then current anniversary date/year. Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. If no adjustment request is received, the County will assume that the successful Bidder has agreed that the next year term will be without any price adjustment. The County reserves the right to reject any price adjustments submitted by the Bidder, to negotiate lower pricing during the contract period based on market conditions or other factors that influence price or to terminate the contract with the Bidder based on such price adjustments. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

2.5 SERVICE TIMES

Miami-Dade County will provide the awarded Bidder with all of the applicable information when placing a service call. The awarded Bidder shall give an estimated time of arrival to the work site. User departments may require a 24 to 48 hour response, from the time of the service call request. The awarded Bidder shall be on call five (5) days a week, Monday to Friday from 8 a.m. to 5 p.m. During these hours the Bidder shall be accessible via telephone to receive incoming work order requests and to respond.

2.6 RATES

The Bidder(s) shall submit pricing for the installation and removal of window and door coverings to include all labor, materials, coverings and measurement for various window and door sizes. The installation and removal rate is a one-time fee per window and door that shall be charged at the time of installation. Bidder shall submit pricing for the monthly rental of window and door coverings, monthly rental rates shall be offered at a flat fee to include various window and door sizes.

2.7 DELIVERY AND REMOVAL OF EQUIPMENT

The Bidder(s) shall deliver and install the protection coverings required in conjunction with the specifications detailed in the work order and/or purchase order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Bidder(s); except in such cases where the service will be delayed due to cause beyond the control of the Bidder. In these cases, the Bidder shall notify the County of the delays in advance of the original installation date so that a revised delivery schedule can be appropriately considered by the County. The Bidder agrees to retain the equipment at the designated County premises for additional one (1) calendar day after the termination of the contract, at which time the protecting coverings shall be removed from the premises to allow for proper transition upon contract termination. Bidder(s) shall remove all protection coverings for windows and doors required in the specified work order and/or purchase order at the time specified in the work order and/or purchase order.

Should the awarded Bidder fail to commence the installation within the time stated in any resulting work order and/or purchase order, the County reserves the right to cancel the order on a default basis. If the order is so terminated, it is hereby understood and agreed that the County shall have the right to negotiate with the next responsive responsible bidder and to charge the incumbent Bidder with any re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.8 CLAUSES APPLICABLE TO GROUP 2 (FEDERALLY FUNDED)

A. MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) CONTRACT CLAUSES

Section 1 Paragraph 1.10 (Local Preferences); Section 1 Paragraph 1.27 (Office of the Inspector General); Section 1 Paragraph 1.35 (County User Access Program-UAP); Section 1 Paragraph 1.43 (Small Business Contract Measures); Section 1 Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference); and Section 1 Paragraph 1.46 9 (First Source Hiring Referral Program).

B. HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)

This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.

C. Certification and Representations of Offerors Non-Construction Contract (Form HUD5369-C)

Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest.

D. General Conditions for Non-Construction Contracts Section I (Form HUD 5370-C)

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 24 CFR 85.36(i) necessary for non-construction contracts.

SECTION 3 – TECHNICAL SPECIFICATIONS

RENTAL OF SECURITY PROTECTION COVERINGS FOR WINDOWS AND DOORS

3.1 SCOPE OF WORK

The Bidder shall provide coverings that are constructed in a manner that allows it to fit over window screens, windows and doors which are placed outside the entry doors or windows to protect the units from vandalism.

3.2 SIZES

All doors, window screens and component parts must be quality controlled, inspected, and maintained by the Bidder. The products should allow adjustments to accommodate all sizes of window screens and door frames. Miami-Dade County vacant houses require that the semi-permanent coverings be secured so they can only be removed and installed by the awarded Bidder using special tools for installation and/or removal as required.

3.3 WINDOWS

An assortment of fixings can be used to attach the covering to the window. The covering shall be made of steel material and the outside face of the covering shall be painted in a gloss metallic enamel finish so that paint, oils, chalk, markers, and other graffiti can easily be removed.

3.4 DOORS

The security covering must be able to be affixed to the existing door structure. All coverings should be able to open from the inside providing easy egress in the case of an emergency exit. The door and doorway coverings shall be made of steel material and the outside face shall be painted in a gloss metallic enamel finish so that paint oils, chalks, markers, and other graffiti can be easily removed.