

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

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 6974-0/15
 Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No. RQIDI600067
 TERM OF CONTRACT 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Marine Vessel and Trailers,Parts, Supplies and Repairs.

Description: The purpose of this solicitation is to establish a contract for the purchase of repair, installation and diagnostic services for the county owned boats and trailers.

Issuing Department: PD-Police
 Contact Person: Laura Romano
 Phone: 305-471-2596
 Estimate Cost: 559,000
 Funding Source: GENERAL
 FEDERAL
 OTHER Proprietary

ANALYSIS

Commodity Codes: 99817
 Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

RECOMMENDATION

SBE	Set-aside	Sub-contractor goal	Bid preference	Selection factor
Basis of recommendation:				
Signed: <u>Lourdes M. Porras</u>		Date sent to SBD: <u>7/28/2016</u>		
Also send to: <u>oca@miamidade.gov</u>		Date returned to DPM:		

To meet this requirement, effective immediately, please use the same input document used for SBD review for measures. Please copy OCA at oca@miamidade.gov when sending the Input Document to SBD. Please feel free to reach out to your respective manager or me directly with any questions.

Revised April 2003

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of repair, installation and diagnostic services, for County owned vessels and trailers. Miami-Dade County has a vast variety of vessels including planning and displacement hauls powered by means of inboards, stern drives, outboard engines and air propelled.

This solicitation will also establish a pool of pre-qualified submitters for the purchase and of parts, accessories and supplies on an as-needed basis. Entry into the Pre-qualification pool is not a contract between Miami-Dade County (MDC) and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria. Pre-qualified submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the solicitation, enabling submitters to qualify at any time after the initial solicitation opening date.

DEFINITIONS

Submittal – shall refer to the form submitted in response to this solicitation.

Submitter – shall refer to anyone responding to this solicitation.

Request for Quote (RFQ) – a solicitation where pre-qualified submitters are invited to quote on specific product or service, evaluated and awarded based on lowest price.

Work Order Proposal Request (WOPR) – a solicitation issued where pre-qualified submitters are invited to quote on a specific product or service, evaluated and awarded based on best value rather than upon the lowest price.

2.2 TERM OF CONTRACT: ONE (1) YEAR

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD

Group I: Vessel and Engine Repairs and Services

Group I will be awarded to all bidders who provide an hourly rate for vessel and engine repair services and who meet the qualification as listed below. Bidder shall provide in Section 4 the brand of engines and hulls that they have experience servicing.

Qualification: Bidders must provide proof of experience. Bidders shall list no less than three (3) references whom the bidder has provided vessel and engine repair services. Bidders shall provide the following information: name, telephone number, type of hull/engine repaired and a small description of the job completed.

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Bidders shall indicate in Section 4 if they have a facility in Miami-Dade County that has access to major water ways. In addition bidders shall indicate if they have appropriate heavy marine lifts to handle boats up to sixty (60) feet long and up to sixty thousand (60,000) pounds for hauling and launching services. The make and model number of heavy marine lifts to be used to provide these services shall be provided in the bidder's submittal. The Bidders facility address shall be included.

Group II: Trailer Repairs and Services

Group II will be awarded to the lowest responsive responsible bidder who meets the qualification listed below.

Qualification: Submitters shall provide a list of no less than three (3) client references to whom they have performed repair services for trailers. The following information shall be provided: name, telephone number and/or e-mail address and the type of services provided.

Group III: Commercial Aquatic Weed Control Vessels Repairs and Services

Group III will be awarded to the lowest bidder per line item and who meets the qualification as listed below as listed in section 4.

Qualification: Submitters shall provide a list of no less than three (3) client references to whom they have performed repair services for commercial aquatic weed control vessels. The following information shall be provided: name, telephone number and/or e-mail address and type of service provided.

Bidders shall provide all of the specified information listed above for Groups I thru III as proof of compliance to the requirement of each group. However, the County may, at its sole discretion and in its best interest, may allow bidders to complete, supplement, or supply the required documents.

Group IV: Vessel, Trailer and Engine Parts, Accessories and Supplies

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

Qualification: Submitters shall provide a list of no less than three (3) client references to whom they have sold vessel, trailer, and engine parts accessories and supplies. The following information shall be provided: name, telephone number and/or e-mail address.

Submitters shall provide all of the specified information and documents listed above with as proof of compliance to the requirement of this group. However, the County may, at its sole discretion and in its best interest, allow throughout the term of this solicitation, Submitters to complete, supplement, or supply the required documents.

It shall be the sole prerogative of the County as to the number of Submitters who will be included under this group. During the term of this solicitation, the County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

2.4 PRICES

Prices proposed by the bidder shall remain fixed and firm for the term of the contract.

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2.5 METHOD OF PAYMENT

In addition to the general invoice requirement set forth in Section 1.0 Paragraph 1.35, the invoices shall reference the corresponding delivery/service ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted.

2.6 DELIVERY AND COMPLETION OF WORK

The awarded bidder shall deliver within the time frame defined in the RFQ, WOPR 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 awarded bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the awarded bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the awarded bidder(s) fail to deliver as stated above, 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 has the authority to purchase the goods elsewhere and to charge the incumbent awarded bidder with any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the awarded bidder from the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Awarded bidders shall require presentation of this written authorization. The awarded bidder shall maintain a copy of the authorization. If the awarded bidder is in doubt about any aspect of material pick-up, awarded bidder shall contact the appropriate user department to confirm the authorization.

Completion of Work

The awarded bidder shall specify in the estimate for each order, the number of calendar days which it will guarantee to complete the work, repair, and/or service from the date the order is approved by the County. Time for completion may be considered a factor in determining whether an awarded bidder will be granted the order. The completion date shall not exceed the number of calendar days originally offered by the awarded bidder after the approval by an authorized County representative.

Should the awarded bidder(s) to whom the contract(s) is awarded fail to complete the work within the number of days as stated in its estimate, it is hereby agreed and understood that the County reserves the authority to cancel the order with the awarded bidder and to secure the services of another awarded bidder to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the awarded bidder for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the awarded bidder, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the County as a result of having to secure the services of another awarded bidder. If the incumbent awarded bidder fails to honor this invoice or

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credit memo, the County may terminate the awarded bidder from the contract for default.

2.7 DEFICIENCIES

Bidder(s) 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 five (5) business days after 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 five (5) business days of 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 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.

2.8 REPAIRS (LABOR)

Bidder(s) shall provide a repair/ service estimates using the hourly labor rates awarded when servicing engines, transmissions, trailers and associated components. Estimates will be approved by the County before commencing all repairs the hourly rates awarded shall be deemed to provide full compensation for labor, equipment use, travel time, and any other element of cost or price. Bidder(s) shall provide the County with labor and materials in strict accordance with all solicitation requirements on an as-needed basis. All materials used for repairs must be billed at the Bidder(s) actual cost. Accordingly, Bidder(s) shall indicate the cost of labor for repairs on the submittal form included within this solicitation.

2.9 PARTS

Parts provided under this contract shall be free from defects and guaranteed suitable for their particular designed purpose.

a. **Equal Products and Reconditioned Parts**

All equal products or reconditioned parts must be approved by the authorized County representative prior to being use in any repair. Bidder(s) shall not offer a cost of parts or materials that has any mark up from the Bidder(s) actual cost. All parts will be paid on a pass-thru basis. Bidder(s) shall include a copy of the original invoice reflecting the cost of all parts and materials provided.

2.10 WARRANTY

In addition to all other warranties that may be supplied by the OEM, the awarded bidder shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of ninety (90) days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force for the period of ninety (90) days; regardless of whether the awarded bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or

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services received from the awarded bidder does not constitute a waiver of these warranty provisions.

The awarded bidder shall promptly correct any deficiency, at no cost to the County, within forty-eight (48) hours after the County notifies the awarded bidder of such deficiency in writing. If the awarded bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the awarded bidder, in writing, that the awarded bidder may be debarred as a County awarded bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within forty-eight (48) hours after receipt of the notice. If the awarded bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the awarded bidder in default of its contract, and/or (b) procure the products or services from another contractor and charge the awarded bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.11 INSURANCE

Submitters **ONLY** pre-qualified under Group IV are not required to comply with Section 1.0 Paragraph 1.22

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SECTION 3 - TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/SERVICES

These specifications cover the inspection, testing, maintenance, replacement parts, and repair services of various types of vessels, engines and trailers.

The solicitation is organized into the following groups:

- o Group I: Vessel and Engine Repair and Services
- o Group II: Trailer Repair and Services
- o Group III: Commercial Aquatic Weed Control Vessels Repairs and Services
- o Group IV: Vessel, Trailer and Engine Parts, Accessories and Supplies

3.2 GROUP I: VESSELS AND ENGINES

Bidder(s) awarded under this group shall provide services to County owned vessels including: welding, mechanical and electrical repairs, repair of props drive shaft structures, rudder, transmissions, marine engines and associated components, haul out of service for inspections and haul cleaning, full vessel inspections, diagnosis and repairs to any and all components. The hourly rate awarded shall be used for structural and cosmetic repairs.

The awarded Bidder(s) shall inspect, test, and perform maintenance and needed repairs to ensure reliable and continuous safe operation of the vessel and engine. The maintenance performed shall be in accordance with Original Equipment Manufacturer (OEM) standards.

Vessels may be transported by trailer to the awarded bidder's facility. This may require removal of the vessel from the trailer and placement back onto the trailer upon completion of repairs. The awarded bidder may be required to pick up and return the boat and trailer combination to the County. This service includes taking the vessel to be repaired out of the water and placing the vessel back in the water for sea trials, as needed, and when the repairs to the vessel are completed. The vessels cannot exceed 30 days for repair outside. At the counties discretion onsite services may be required and must be provided at a county dry storage or wet slip location.

3.3 GROUP II: TRAILERS

The awarded bidder shall provide any needed repairs to trailers at the hourly rate awarded. These repairs may include but not be limited to frame, axle, wheel/bearings, hubs, brakes, surge/electric, suspension, trailer coupler, torsion; etc.

3.4 GROUP III: COMMERCIAL AQUATIC WEED CONTROL VESSELS

The awarded bidder(s) shall provide any needed repairs to commercial aquatic weed control vessels and/or its components. These vessels are used to control vegetation in the County vast drainage system. The current vessels are manufactured by Aquarius Systems and Hike Metal.

3.5 WORK RECORDS

Bidder(s) shall maintain a complete set of records of the inspections (scheduled and unscheduled) including inspection dates, equipment checked, pieces of equipment replaced, technicians involved, system operation and performance status, recommendations for improvement, etc. One copy of the records shall be provided to the department Project Manager per visit. Technicians shall sign records at the end of the job. These records shall be available when requested throughout the contract term. The County shall have access to these records until there is a final settlement of any claims under this contract.

3.6 SECURITY

Bidder(s) personnel working on-site at any Miami-Dade County facilities must have photo identification prominently displayed at all times. The photo identification must contain the employee's full name, the Bidder's official logo or name, Bidder's contractor license number, and a unique employee identification number.

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SECTION 4

Group I: VESSEL AND ENGINE REPAIRS AND SERVICES		
Item #	Description	Hourly Rate
	PLEASE LIST THE ENGINE BRANDS THAT YOUR FIRM HAS EXPERIENCE SERVICING AND THE HOURLY RATE TO REPAIR EACH TYPE	
1		\$ _____ per hour
2		\$ _____ per hour
3		\$ _____ per hour
4		\$ _____ per hour
5		\$ _____ per hour
6		\$ _____ per hour
7		\$ _____ per hour
8		\$ _____ per hour
9		\$ _____ per hour
10		\$ _____ per hour
	PLEASE LIST THE HULL TYPES THAT YOUR FIRM HAS EXPERIENCE SERVICING AND THE HOURLY RATE TO REPAIR EACH TYPE.	
11		\$ _____ per hour
12		\$ _____ per hour
13		\$ _____ per hour
14		\$ _____ per hour
15		\$ _____ per hour
16		\$ _____ per hour
17		\$ _____ per hour
18		\$ _____ per hour
19		\$ _____ per hour
20		\$ _____ per hour
Per Section 2.3 Group I, please indicate if applicable, and provide the information indicated.		
	Yes	No
Do you have a facility in Miami-Dade County that has access to major water ways?	<input type="checkbox"/>	<input type="checkbox"/>
If yes please provide the facility address. _____		
Do you have a facility with heavy marine lifts that can handle boats up to sixty (60) feet long and up to sixty thousand (60,000) pounds for hauling and launching services?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide the make and model number of heavy marine lifts to be used to provide these services.	Make and Model#: _____ and _____	

Group I: Qualification

Bidders shall provide the following information: name, telephone number, type of hull/engine repaired and a small description of the job completed.

Reference 1	Name	
	Telephone Number	
	Type of Hull Services	
	Type of Engine Services	
	Description of the job	
Reference 2	Name	
	Telephone Number	
	Type of Hull Services	
	Type of Engine Services	
	Description of the job	
Reference 3	Name	
	Telephone Number	
	Type of Hull Services	
	Type of Engine Services	
	Description of the job	

GROUP II: TRAILER REPAIRS AND SERVICES

ITEM #	ESTIMATED HOURS	Description	Hourly rate
1	1,590	Trailer repair services	\$ _____ per hour

Group II: Qualification

Bidders shall provide reference indicating that they have provided repair services for trailers. The following information shall be provided: name, telephone number and/or e-mail address and type of service provided.

Reference 1	Name	
	Telephone Number	
	E-mail address	
	Type of service provided	
Reference 2	Name	
	Telephone Number	
	E-mail address	
	Type of Service provided	

Reference 3

Name
 Telephone Number
 E-mail Address
 Type of Service Provided

GROUP III: COMMERCIAL AQUATIC WEED CONTROL VESSELS REPAIRS AND SERVICES

ITEM #	Estimated Annual Hours	Repair Services per brands	Hourly rate
1	20	Aquarius Systems	\$ _____ per hour
2	10	Detroit Diesel Marine Engines	\$ _____ per hour
3	20	Hike Metal Products	\$ _____ per hour
4	40	John Deere Marine Engines	\$ _____ per hour
5	20	Michigan Wheel Marine Propellers	\$ _____ per hour
6	40	Twin Disc Marine Transmissions	\$ _____ per hour

Group III: Qualification

Bidders shall provide reference indicating that they have provided repair services to Aquatic weed control vessels. The following information shall be provided: name, telephone number and/or e-mail address and type of service provided.

Reference 1

Name
 Telephone Number
 E-mail address
 Type of service provided

Reference 2

Name
 Telephone Number
 E-mail address
 Type of Service provided

Reference 3

Name
 Telephone Number
 E-mail Address
 Type of Service Provided

Group IV: Qualification

Bidders shall provide reference indicating that they sold vessel, trailer, and engine parts accessories and supplies. The following information shall be provided: name, telephone number and/or e-mail address, types of goods sold

Reference 1	Name	
	Telephone Number	
	E-mail address	
	Type of goods sold	
Reference 2	Name	
	Telephone Number	
	E-mail address	
	Type of goods sold	
Reference 3	Name	
	Telephone Number	
	E-mail Address	
	Type of goods sold	