

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 6312-0/16
 Contract
 X Re-Bid Other LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID1600069 TERM OF CONTRACT 60 MONTHS(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: TRAFFIC CONTROL SWITCH PAC UNITS

Description:

Establish a contract for the purchase of Switch PAC, Units and Solid State NEMA 2 circuit flashers in conjunction with Miami Dade County needs on an as needed when needed basis.

Issuing Department: ISD-Procurement Contact Person: Mary Hammett Phone: 305-375-5471
 Estimate Cost: \$128,012.50 Funding Source: General GENERAL FEDERAL OTHER

ANALYSIS

Commodity Codes:	285-14		
	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:	General Traffic Equipment		
Contractor:	A C E S Inc.		
Small Business Enterprise:			
Contract Value:	\$128,012.50	\$	\$

Comments:

Continued on another page (s): YES NO

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Mary Hammett Date sent to SBD: 8/02/16
 Date returned to DPM:

OPENING: 6:00 PM

, 2016



MIAMI-DADE COUNTY, FLORIDA

INVITATION
TO BID

TITLE:

TRAFFIC CONTROL SWITCH PAC UNITS AND SOLID STATE NEMA 2 CIRCUIT
FLASHERS UNIT

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON , 2016

FOR INFORMATION CONTACT:

Mary Hammett, 305-375-5471, mhammet@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
- IT IS THE POLICY OF MIAMI-DADE COUNTY THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION. (SEE IMPLEMENTING ORDER 7-7)

SECTION 1

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-2.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Switch PAC, Units and Solid State NEMA 2 circuit flashers in conjunction with Miami-Dade County needs on an as needed when needed basis.

2.2 TERM OF CONTRACT

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, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years, and shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD TO LOWEST PRICED BIDDER ON AN ITEM-BY-ITEM BASIS

Award of this contract will be made to the lowest priced responsive, responsible bidder on an item-by-item basis.

Should the lowest Bidder default, the County shall have the right to negotiate with the next lowest responsive, responsible Bidder.

2.3.1 MINIMUM REQUIREMENTS

- a) Bidder shall provide a designated contact person telephone number, fax number, and e-mail address to expedite purchase orders.
- b) Provide current letters from the manufacturer, on the manufacturer's letterhead, designating the bidder as a manufacturer agent, dealer, representative, distributor and/or reseller of the products listed in Section 3, the letter shall be dated within six (6) months of the bid submittal and it shall be signed by an authorized manufacturer's representative.
- c) Bidder shall provide make, model number, style number, packaging, and case weight.

2.4 PRICES

After the initial one (1) year period, and at each anniversary date thereafter, the awarded bidder shall have the option to submit a written request for a price adjustment to the County based on Producer Price Index (PPI) series PCU3344193344197, Product Switches, Mechanical, for Electronic Circuitry.

It is the bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the anniversary date, the bidder's request for adjustment should be submitted no less than 90 days prior to the then current contract anniversary date. The bidder(s) adjustment request should not be in excess of the relevant pricing index change.

If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the current price will remain. Any adjustment request received after the commencement of a new anniversary date may not be considered.

The County reserves the right to reject any price adjustments submitted by the bidder or to negotiate lower pricing during the contract period based on market research information or other factors that influence price. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

2.5 EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid/Proposal Submission Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

Product Information Sheets

If an "equal" product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter, explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For "equal" products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each "or equal" item offered. Failure to meet this requirement may result in your offer being rejected.

2.6 ENVIRONMENTALLY ACCEPTABLE PACKAGING

Effective June 16, 1992, all contracts in excess of ten thousand (\$10,000) dollars will be affected by Resolution Number R738-92 amending Miami-Dade County Administrative Order 3-2 (relating to the procurement of goods and services).

As a waste management alternative, and as an additional means of reducing the volume and toxicity of waste and by-products entering Florida's solid waste stream, Miami-Dade County has instituted the following policy with regard to source reduction.

The purpose of this policy is to discourage excessive packaging of a product solely for marketing purposes and to encourage packaging for purposes of ensuring durability, re-usability and recyclability. No goods shall be purchased if the goods constitute less than 90 percent (by volume) of the item being purchased or if the goods contain more than 10 percent package and packing material (by volume). No packaging shall be purchased which is not environmentally acceptable packaging.

For purposes of meeting the requirements of this resolution, "Environmentally Acceptable" shall be defined as any item that is returnable for reuse or recycling, or which is recyclable.

In order to insure compliance with this resolution, bidders shall indicate in the space provided on the Bid/Proposal Submission Form or elsewhere as required by this solicitation, the method to be used for returning packaging materials to the distributor in conjunction with this solicitation and/or by completing the General Services Certification of Recycled Product Content Form indicating the ability of the materials to be recycled through existing recycling collection programs.

Appeals for waiver of these requirements may be made in writing to the County Mayor through the Director of Procurement Management. No waiver shall be effective unless approved by a majority vote of the Board of County Commissioners. Offers failing to provide this information may result in being declared non-responsive; however the bidder shall be given the opportunity to provide the information during the offer evaluation period. At such time, the bidder shall be given fifteen (15) calendar days to submit this information.

Bidders wishing to obtain a copy of the complete resolution should contact The Clerk of the Board at 305-375-5126.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

2.7 IDENTIFICATION OF EACH ITEM

Each item must be clearly identified on Appendix A – paragraph -C as to make, model number, style number, packaging, and case weight, as requested, in order to be eligible for award. Use of terms such as, "As Spec" are unacceptable. Failure to provide this information with the offer may result in rejection of the offer.

2.8 INFORMATION SHEETS SHOULD BE SUBMITTED FOR EACH ITEM OFFERED

The offer should be accompanied with two (2) complete sets of factory information sheets (specifications, brochures, etc.) for each item offered by the bidder. Failure to meet this requirement may result in rejection of the offer. The County's decision as to quality of the product based on submission of the information sheets shall be final.

2.9 INSURANCE REQUIREMENTS IN SECTION 1, PARAGRAPH 1.21 TERMS AND CONDITION ARE NOT APPLICABLE

2.10 DELIVERY

A. DELIVERY TIME

The bidder(s) shall make deliveries within the time frame and, at the location indicated on the 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 delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the 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 bidder(s) to whom the contract is awarded fail to deliver in the number of days stated within the purchase order, the County reserves the right to cancel the order on a default basis after any back order period that has been specified in this contract has lapsed. If the contract 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 bidder with any re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the awarded bidder for default.

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

B. PACKING SLIP/DELIVERY TICKET

Bidder(s) shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s), which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered.

2.11 BACK ORDERS

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the Bidder is required to deliver all items to the County within the time specified in the purchase order, and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the Bidder fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another Bidder, and charge the incumbent Bidder for any re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.12 CONTACT PERSONS

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Mary Hammett at (305) 375-5471, email mhammet@miamidade.gov

2.13 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be need of additional items. Under these circumstances, a representative of the County will contact the awarded bidder(s) of the affected item to obtain a price quote for the similar items.

Items which have not been previously awarded will be competed among all awarded Bidder(s) in accordance with paragraph 2.3. The County reserves the right to award these items to a contract Bidder, or to acquire the items through a separate solicitation or quote. The decision to form a new item or add a product to an existing item(s) is reserved by the County

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

These specifications cover the acquisition of Traffic Control Switch PAC units and Solid State National Electrical & Mechanical Association (NEMA) 2 Circuit Flasher Units for the Miami-Dade County Department of Transportation Public Works

3.2 GOODS / SERVICES TO BE PROVIDED

- 1. The Bidder shall furnish Switch PACs units equal in performance and basic design to PDC Model SSS-86 with the following minimum requirements:

Description:

The units shall be a tri-pack solid-state replay package designed specifically for the traffic control industry. The unit shall meet NEMA specification TSI-1983, Section 5.

LOAD	voltage.....	120 VAC
	Current (max)....	15.0 AMPS (tungsten filament load)

CONTROL SIGNAL	Voltage.....	+24 VDC
	Current	20 MA (MAX)

- 2. The Bidder shall furnish circuit flashers equal in performance and basic design to the PDC Model SSF-86-3 with the following minimum requirements:

Description:

The unit(s) shall be dual circuit flasher designed specifically for the traffic control industry. The unit is conservatively rated up to 20A per circuit. The flash rate is 56.25 flashers per minute and does not vary due to temperature or voltage variations. With the zero voltage switching design, there are no contacts to wear out or deteriorate due to arcing or corrosion. Also, extended life of light bulbs can be expected as well as reduced radio frequency interference (RFI). The extruded aluminum heat sink provides more than adequate dissipation.

ELECTRICAL SPECIFICATION:

Zero voltage turn on.....	OV+ 5
Zero current turn off.....	OA+ 5
Tungsten lamp or gas tubing transformer load	Up to 20 A Max
Operating Voltage.....	60-135

Appendix A

MINIMUM REQUIREMENTS (Section 2, Paragraph 2.3.1)

All bidders shall return the following:

- a) Bidder shall provide a designated contract person, phone number, fax number, and e-mail address to expedite purchase orders.

Contact Person: _____

Phone number: _____

Fax Number: _____

E-Mail: _____

- b) Provide current letters from the manufacturer, on the manufacturer's letterhead, designating the bidder as a manufacturer agent, dealer, representative, distributor and/or reseller of the products listed in Section 2, Paragraph 2.3 Subsection 2.3.1 C. The letter shall be dated within six(6) months of the bid submittal and it shall be signed by an authorized manufacturer's representative.

- c) **Item 1** Make: _____ Model Number: _____
Style Number: _____ Packaging _____ Case Weight: _____

Item 2 Make: _____ Model Number: _____
Style Number: _____ Packaging _____ Case Weight: _____

Have you included the above with your Bid Submittal Yes _____ No _____

Note: down load this document, complete and attach with your bid submittal

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE
1	1000 per year	Traffic Control Switch Pac Units	\$ _____ Each
2	500 per year	Solid State NEMA 2 Circuit Flasher Units	\$ _____ Each

TOTAL OF ITEMS 1 AND 2 \$ _____

DRAFT