

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **BW1145-LB**
 Contract
 Re-Bid Other

LIVING WAGE APPLIES: No

Requisition No./Project No.: RQLB1500002 TERM OF CONTRACT: One-Time

Requisition /Project Title: AVCW1500168; MDPLS Bus Retrofit

Description: Miami-Dade Public Library System is seeking a bid waiver to award the retrofit their current bookmobile bus into a technobus/mobile computer lab. The company recommended for the bid waiver is the company who was awarded under BW1145-LB to build and customize the bookmobile bus for the county back in 2002. As the original designer and custom-builder of this bus, they have integral knowledge of this specific bus, including mechanical, electrical and structural systems. Additionally, the company is the exclusive dealer for this bus in the state of Florida, will offer a 12-monthly warranty and service within the state, if needed.

Issuing Department: Miami-Dade Public Library System

Estimated Cost: \$151,000.00 Funding Source: Library District Revenue Generating: No

Contact Person: Tracey Jones Phone: 305-375-4803

ANALYSIS

Commodity Codes: 065-15

Check here if this is a new contract/purchase with no previous history.

| | | | |
|-----------------------------------|------------------------|--|--|
| | <u>EXISTING</u> | | |
| Contractor: | N/A | | |
| Small Business Enterprise: | N/A | | |
| Contract Value: | N/A | | |
| Comments: | | | |

Continued on another page (s):

RECOMMENDATIONS

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

Basis of recommendation:

[Redacted]

| | |
|-----------------------------|----------------------------------|
| Signed: <i>Tracey Jones</i> | Date sent to DBD: 6/16/2015 |
| | Date returned to DPM: [Redacted] |

MARKET RESEARCH

| | |
|---------------------------------------------------------------|--------------------------------------------------------------|
| Contract No.: BW # (TBD) | Recommendation: |
| Title: MDPLS Bus Retrofit | <input type="checkbox"/> Exercise OTR |
| Procurement Contracting Officer/Agent: Tracey Jones | <input checked="" type="checkbox"/> Non-Competitive Contract |
| | <input type="checkbox"/> Solicit Competition |
| | <input type="checkbox"/> Access Contract |
| | <input type="checkbox"/> Other |

Background:

The Miami-Dade Public Library System (MDPLS) purchased a bookmobile bus through a bid waiver (BW1145-LB) back in 2001. There was a competitive process to purchase the bookmobile buses, but the only two vendors who submitted proposals took exceptions and did not meet the minimum requirements. However, the lowest bidder's exceptions, once evaluated, did not have any impact on the proposed operation of the book mobile. Hence, it was in the best interest of the County to waive competition in order to start the projected bookmobile services on time to implement the ousted and take advantage of the lowest bidder pricing.

This same bookmobile was deemed to be in good condition and is expected to provide many additional years of service, as determined by a mechanical assessment performed by Internal Services Department's Fleet Management Unit in October 2014. This vehicle is being proposed for a conversion from a bookmobile bus to TechnoBus/mobile computer lab. This deployment of the TechnoBus is a major initiative for MDPLS, resulting from the recommendations from the Mayor's Blue Ribbon Task Force in 2014. The TechnoBus will be used as a mobile innovation lab to reach high-need communities throughout the County that seek access to technology to develop the skills sets required for connectivity, job finding, creative learning and self-development. Its target audiences will include senior citizens, job seeking individuals and teens throughout the County. This mobile library services' high visibility factor will also promote Library awareness and enable MDPLS to reach communities that do not have a branch nearby.

Research Conducted:

The vehicle being proposed for conversion is a 37 foot long bus on a Thomas Built Bus chassis which was custom-built by Matthews Specialty Vehicles, Inc. (MSV) in 2002.

A waiver of competition is being requested for this project in order to award the retrofit of this vehicle to Matthews Specialty Vehicles, Inc. MSV was the original designer and custom-built this particular vehicle, as well as all of the Library System's Bookmobiles. As original designers and manufacturers of the vehicle, they have an integral knowledge of this specific bus, including its mechanical, electrical and structural systems.

Procurement Officer conducted market research for this project's implementation. While there are companies that provide vehicle customization and retrofitting, MSV is the original designer and manufacturer of this bus. A company that is not familiar with this vehicle would have to overcome its limited knowledge of the proposed vehicle's mechanical, electrical and structural systems which has already been customized. This learning curve could result in additional costs and time delays in implementing this initiative to the County.

Recommendation:

It is recommended that the County process this request through a bid waiver for the conversion and retrofit of a County-owned Bookmobile into a TechnoBus. MDPLS has sufficient funds allocated for this work and will proceed with this project as part of its Fiscal Year 2014-2015 initiatives.

The recommendation to waive a formal bid process and award this project to Matthews Specialty Vehicles, Inc. is based on the factors below:

- MSV has integral knowledge of the Bookmobiles that will be retrofitted and modified to meet the new vision of the Library, allowing them to upgrade and modify the system without ANY safety concerns.

- MSV has exclusive adjustable shelving system that is exclusive to the industry. All of their products are custom designed and the interior cabinetry is constructed from pre-engineered components produced by a CNC router, with accuracy to design of +/- .0001". Component design files are kept for a minimum of 15 years to allow for identical field replacement should such become necessary. All cabinet components will be identified with a UPC bar code and written description to additionally facilitate this requirement.
- With the new customization of the existing Bookmobile into a new Mobile Classroom, MSV will provide a complete 12 month warranty on the all new conversion.
- MSV is the Exclusive dealer for Thomas Built Bus which means that they are the only Specialty Vehicle Company able to purchase a custom chassis and/or shell direct from the manufacturer.
- Thomas factory is within a few miles of their facility, so getting a custom chassis ordered and delivered can be accomplished with access to their online order system.
- MSV is able to purchase replacement parts direct from the manufacturer, thus decreasing the costs to the customer.
- Matthews Buses, Inc. is the sister company to MSV, who is the largest Thomas Built Bus distributor in the nation. Matthews Buses Inc. has the distributorships for both New York and Florida. The dealership in Florida will be able to accommodate all MDPLS' service needs.

Procurement Contracting Officer/Agent: _____ Date: _____

Manager: _____ Date: _____



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Service Department's procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

| | | | |
|---------------------------|---------------------------------|--------------------------|--------------|
| Department: | Library | | |
| Contact Person: | Anna Rodriguez | Phone Number: | 305-375-5701 |
| Requisition No.: | RQLB1500002 | Estimated Value: | \$151,000.00 |
| Proposed Vendor: | Mathews Specialty Vehicles Inc. | | |
| Previous Contract Number: | N/A | Previous Contract Value: | N/A |

Purpose of the Purchase
Please describe your minimum requirements and the benefits of making the acquisition.

The Miami-Dade Public Library System (MDPLS) will be retrofitting an existing Bookmobile bus to be used as a TechnoBus/mobile computer lab. The deployment of this TechnoBus is a major initiative for MDPLS, resulting from the recommendations from the Mayor's Blue Ribbon Task Force in 2014. The TechnoBus will be used as a mobile innovation lab to reach high-need communities throughout Miami-Dade County that seek access to technology to develop the skill sets required for connectivity, job finding, creative learning and self-development. Its target audiences will include senior citizens, job seeking individuals, and teens throughout Miami-Dade County. This mobile library services' high visibility factor will also promote Library awareness and enable MDPLS to reach communities that do not have a branch library nearby. The TechnoBus will provide a platform for underserved residents in Miami-Dade County to be able to use technology so that they may better their lives in today's digital age.

Best Interest of the County / Uniqueness of Product
Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

The vehicle being proposed for conversion is a 37 foot long bus on a Thomas Built Bus chassis which was custom-built by Mathews Specialty Vehicles, Inc. (MSV) in 2002. In October, 2014, MDPLS requested and obtained a mechanical assessment of the vehicle from the Internal Services Department's Fleet Management Unit, and it was deemed to be in good condition and expected to provide many additional years of service.

A waiver of competition is being requested for this project in order to award the retrofit of this vehicle to Mathews Specialty Vehicles, Inc. MSV was the original designer and custom-built this particular vehicle, as well as all of the Library System's Bookmobiles. As original designers and manufacturers of the vehicle, they have an integral knowledge of this specific bus, including its mechanical, electrical and structural systems. This is an important factor in the retrofit of this unit into a mobile computer lab as it

would also bear on the vehicle's safety. Additionally, MSV is an exclusive dealer for Thomas Built Bus. As a result of this, MSV can purchase all replacement parts directly from the manufacturer (located a few miles from MSV's facility) thereby reducing the overall costs of the project. This company's integral knowledge of the Thomas Built chassis would allow them to know exactly how to modify the vehicle so that nothing would be compromised on its chassis or its body shell. This last point also bears heavily on the overall subsequent safety of the converted vehicle.

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

MDPLS has conducted market research in preparation for the implementation of this project. While there are companies that provide vehicle customization and retrofitting, MSV is the original designer and manufacturer of this bus. A company that is not familiar with the vehicle would have to overcome its limited knowledge of the proposed (already customized) vehicle's mechanical, electrical and structural systems. This learning curve could result in additional costs to the County and time delays in implementing this initiative.

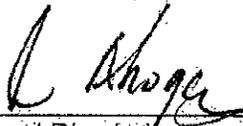
The recommendation to waive a formal bid process and award this project to Mathews Specialty Vehicles, Inc. is based on four key factors:

- MSV is the original designer and manufacturer of this particular bus;
- MSV is an exclusive dealer of Thomas Built buses, the chassis upon which this bus is built, providing direct access to Thomas Built parts and components;
- Knowledge of the proposed vehicle's systems (mechanical, electrical and structural) as original designers and installers of those systems;
- Good past performance with the County on similar projects and their ability to deliver on quality and safety of the resulting product.

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

This request for a bid waiver provides for the conversion and retrofit of a County-owned Bookmobile into a TechnoBus. If approved, MDPLS has sufficient funds allocated for this work and will proceed with this project as part of its Fiscal Year 2014-2015 Initiatives.



Department Director's Approval

4/9/15

Date Approved