Verification of Availability

Find attached the "Scopes of Work" and "Special Requirements" for an upcoming Invitation To Bid (ITB). Please review to determine if you would be able to satisfy the requirements (as applicable), and interested in responding; if so, please check the appropriate areas below and respond to this email confirming the same.

Please pay "CLOSE" attention to the various sections and the "SPECIAL" requirements for each, and confirm your ability and availability to satisfy "ALL" sections/scopes.

See 3.1 through 3.4 — Paying very close attention to 3.3 (Equipment required to satisfy the scopes of services for same). (While you are not bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential SBE Measure). So please be diligent in your review of the information and respond accordingly, based on your ability to meet ALL the applicable requirements.

Are you able to satisfy the requirements of the attached documents (project)?  
YES ___  NO ___

Do you have prior experience consistent with the requirements of this ITB?  
YES ___  NO ___

Would you be able to satisfy the requirements of “Section 3.1”?  
YES ___  NO ___

Do you “own or control a suitable motorized, shallow draft (2 ft. max) Watercraft?  
YES ___  NO ___

See Section 3.3 (Equipment)

Name of Firm: ____________________________ SBE Exp. Date: ________________

Owner’s Name: __________________________ Signature: ____________________

Please respond by 12:00pm, Monday June 11, 2012.

Any questions, feel free to contact me at the number below.

Regards,

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, Fl 33128
walterv@miamidade.gov
 apopt (305) 375-3138 | Fax (305) 375-3160
"Delivering Excellence Every Day"
"For the New Project Review & Analysis Process"

click on our new website

http://www.miamidade.gov/sha/about-project-review-and-analysis.asp
DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New  OTR  Sole Source  Bid Waiver  Emergency  Previous Contract/Project No. IB8448-12-1-4
Re-Bid  Other

Requisition No./Project No.: ROPE1200005  TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition/Project Title: SPOIL ISLAND MAINTENANCE

Description: To establish a contract for the purchase of Spoil Island Maintenance Services.

Issuing Department: ISD-Procurement  Contact Person: Ruth Laureano  Phone: 305-375-5765
Estimate Cost: $75,486

Commodity Codes: 988-56

ANALYSIS

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

<table>
<thead>
<tr>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>Best Janitorial</td>
<td>Best Janitorial</td>
</tr>
<tr>
<td>Small Business Enterprise:</td>
<td>SBE Set-Aside</td>
<td>SBE Set-Aside</td>
</tr>
<tr>
<td>Contract Value:</td>
<td>$75,486</td>
<td>$76,486</td>
</tr>
</tbody>
</table>

Comments:

Continued on another page(s):  YES  X No

RECOMMENDATIONS

SBE

Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation:

Signed:  Date sent to SBD:

Date returned to DPM:

Revised April 2005
MIAMI-DADE COUNTY

BID NO. IB8448-4/12-4

TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The contractor shall provide all equipment, supplies, labor and transportation necessary to clean and to pick-up all debris, garbage, trash and solid waste; except derelict vessels (abandoned boats). Bidders must clean the entire island listed per scheduled visit (see Section 3, Paragraph 3.2.1). Vendor is to provide trash receptacles every 100 feet along publicly used shorelines of the listed Islands. Bidder is to collect all trash and litter on the island in receptacles and document disposal of all refuse at a solid waste facility. All dump fees are paid by the bidder. It is highly recommended bidders visit the islands to establish an understanding of the scope of work. The contractor shall provide sufficient trash receptacles on each island to accommodate the public’s usage. Receptacles may be 30 to 55 gallon drums or garbage cans (without lids). Receptacles which are lost or damaged must be replaced on the next scheduled visit by the vendor. The County will not pay additional cost for the lost or damage receptacles.

NOTE: See Attachment A for Map of Islands

3.2 SERVICE

1. The Contractor shall service islands No. 1, 2, 3, 9, 10, 12, 15 and Flagler Memorial weekly (on Mondays). Islands 11, 13A, 13B and 14 shall be visited monthly (on the last Monday of the month).

   If a holiday falls on a Monday, awarded vendor must pick up all trash, garbage, debris, etc, on the Tuesday (following day).


2. All trash, garbage, debris and solid waste collected must be removed from the islands and disposed of in a proper and legal manner by disposing of items collected at a Solid Waste Facility. All dump fees are paid by the Contractor. Upon disposing of refuse, contractor must obtain receipt (stating weight and/or amount of refuse), which must be attached to the monthly invoice.

   Note: Contractor must attached copy of the trash disposal receipt from Solid Waste Facilities with invoices. Invoices received without the required information will not be processed until proper documentation is received.
3. All trash transfer and temporary storage sites used for the above services will be identified and submitted to PERA for approval prior to the execution of this contract. If a staging or temporary storage site is required for transferring the waste from the islands to an upland disposal location, the contractor shall own or coordinate with the owner or manager of the property(ies) used as temporary garbage storage/staging sites and provide documentation of such coordination/ownership to PERA.

4. After services have been completed the attached checklist must be completed and submitted to PERA Project Manager, Josh Mahoney at fax number 305-372-6659.

3.3 EQUIPMENT

The contractor must own or control a suitable motorized, shallow draft (2 ft. maximum) watercraft (i.e. water vessels, boat, trawlers, barges, etc.), a minimum of twenty-one (21) feet in length. (Size needed for effective services). The watercraft must have been inspected by the U.S. Coast Guard within the past twelve months and have been found to meet all requirements for that type and usage of vessel.

NOTE: Bidder must provide copy of the U.S. Coast Guard Vessel inspection report that will be used to provide services under this contract upon bid submittal. Failure to meet this requirement may result in bid being considered non-responsive. Bidder may be given an opportunity to comply during the evaluation stages.

3.4 SCHEDULE

In the event of non-compliance with the contract schedule, resulting from adverse weather or mechanical breakdown, the contractor will be required to notify the PERA project manager, Josh Mahoney at (305) 372-6922, by phone or e-mail mahoj1@miamidade.gov immediately. Any variance to the schedule must be authorized by PERA in writing prior to the requested change. Any additional work due to an emergency would not be a part of this contract.
## Spoil Island Maintenance

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Weekly Pick-up - Every Monday</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Debris Collection for Island #1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Debris Collection for Island #2</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Debris Collection for Island #3</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Debris Collection for Island #9</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Debris Collection for Island #10</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Debris Collection for Island #12</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Debris Collection for Island #15</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Debris Collection for Flagler Memorial Island</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Monthly Pick-Up - Last Monday of the Month</strong></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Debris Collection for Island #11</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Debris Collection for Island #13A</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Debris Collection for Island #13B</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Debris Collection for Island #14</td>
<td></td>
</tr>
</tbody>
</table>

Verified By: ___________________________  Date: _______________

Vendors Name: ___________________________
Figure 1
Island Maintenance Locator Map