

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

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 8770-3/14-3

Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQSP 1400004 TERM OF CONTRACT 8 YEAR (S) WITH 0 YEAR OTR

Requisition /project title: Lenel OnGuard Software Support and Maintenance

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing Lenel OnGuard Software Upgrade and Support Services, preventive maintenance, installation, repairs and/or replacement of various field service equipment located throughout PortMiami. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date

Issuing Department: ISD Contact Person: Santiago A. Pastoriza Phone: 305-375-1084

Estimate Cost: \$836,036 Funding Source: GENERAL FEDERAL Revenue Generating \$836,036

ANALYSIS

Commodity Codes:	<u>92045</u>				
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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:	<u>ATCI Communications, Inc</u>	<u>ATCI Communications, Inc</u>	<u>ATCI Communications, Inc.</u>
Small Business Enterprise:			
Contract Value:	<u>\$109,515</u>	<u>\$99,452</u>	<u>\$179,515</u>

Comments: _____

Continued on another page (s): YES NO

RECOMMENDATIONS

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
SBE				

Basis of recommendation: _____

Signed: Santiago A. Pastoriza Date sent to SBD: 07/07/2014
Date returned to DPM: _____

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DEPT. BUSINESS DEVT.
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SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing Lenel OnGuard Software Upgrade and Support Services, preventive maintenance, installation, repairs and/or replacement of various field service equipment located throughout PortMiami. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

These bidders shall then be deemed to be pre-qualified to participate in subsequent Request for Quotation (RFQ) purchases as required by the County on either an as-needed or on a periodic basis.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval 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 Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the ninety-six period.

2.3 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

2.3.1 MINIMUM QUALIFICATION REQUIREMENTS

Pre-qualification under this solicitation will be made to all responsive, responsible vendors who meet the following minimum qualifications:

1. Vendors shall provide contact information to include: Name of contact, email address, website information, phone number, and fax number for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).

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2. Vendors must be able to demonstrate that they have a minimum of three (3) years of experience in providing goods and services similar in scope to the requirements outlined in Section 3 of this solicitation. Three (3) client references are to be provided with the bid submittal.
3. Vendors shall be a certified Lenel Onguard Authorized Value Added Resellers (VARs) under the resultant pool. Vendors are to provide documentation illustrating their firm's current certification status with the bid submittal.

2.4 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.5 ACCIDENT PREVENTION AND REGULATIONS AT PORT MIAMI

All operations at PortMiami are under the direct control of PortMiami personnel. Interference with vessels and vehicular traffic must be kept to a minimum. Ship berthing areas and roadways shall not be closed or opened by or for the vendor unless express permission is given to the vendor by the Seaport Engineer. The vendor shall plan the scheduling of its work in collaboration with the Engineer in order to insure safety for, and minimum hindrance to, Seaport operations. All equipment shall be withdrawn from work areas at the end of the workday in order to eliminate immediate or potential hazard to traffic and facilities. Materials stored at PortMiami by the vendor shall be stored in a manner that minimizes any obstruction to water and ground traffic. All equipment and stored materials shall be marked by barriers with flashing lights at no additional cost to the County. The County accepts no responsibility for any damage or loss to materials stored by the vendor. The vendor shall exercise careful control during all phases of the work to prevent damage to Seaport utilities; including, but not limited to, overhead lights and buried cables. Before commencing work in any given area, the vendor, working in conjunction with the Seaport Engineer and the PortMiami maintenance staff, shall endeavor to locate any possible utility conflicts. Should the vendor damage any Seaport utility through negligence, it shall promptly repair the damage at its own expense.

2.6 SECURITY PROCEDURES AT PORT MIAMI

PortMiami operates under strict security regulations. These regulations involve obtaining a Port ID and a Transportation Worker Identification Credential (TWIC) for individuals who are employed, hired or who are required to enter restricted areas of the PortMiami. TWIC is issued by the Federal Government and is required prior to the issuance of a Port ID. The cost of a TWIC is \$129.95 and is valid for a period of up to five (5) years. There is no charge for a Port ID. Contractors will be responsible for fees associated with lost and unaccounted cards. A full-service TWIC Office is now open at PortMiami, located at: 1001 N. America Way, Suite 113, Miami, Florida, 33132.

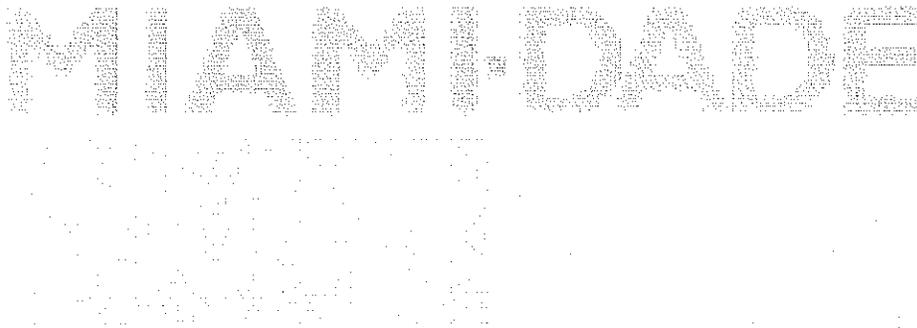
2.7 WORK ACCEPTANCE

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Projects to be performed under this contract will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.8 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.



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SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICE

It is the intent of Miami-Dade County to create a pool of qualified vendors able to provide Lenel OnGuard Software Upgrade and Support (SUSP), preventive maintenance, installation, repairs and/or replacement of various field service equipment located throughout PortMiami. The Lenel OnGuard system is a critical component of PortMiami's security system and requires continual support to ensure the system is operating at an optimal level. In addition, PortMiami has a variety of access control and intercom equipment that may need to be serviced if and when PortMiami personnel are unable to service the equipment in-house.

3.2 BACKGROUND

Establishment of this pool will provide PortMiami with the ability to procure a Lenel OnGuard SUSP, as well as preventive maintenance, installation, repairs and/or replacement of various field service equipment. These types of purchases will be procured on an as needed basis through future spot market quotations.

3.3 CURRENT OPERATING ENVIRONMENT

PortMiami's Lenel OnGuard access control solution consists of two (2) LENEL servers for production and one (1) test server. The production environment consists of two (2) Windows 2008 R@ Enterprise clustered servers, Service Pack 1 (Microsoft Cluster Software) with two (2) Dongles, one for each server.

- Dongle Numbers: 60768, 60769

The Lenel OnGuard solution communicates, monitors and controls the following devices:

- 48 LNL-2220 Controllers
- 10 LNL-2000 Controllers
- 110 Remote Site Alarm Panels
- 500 Plus Inputs
- 200 Plus Outputs
- 379 Card Readers (353 I-Class type and 26 Biometric)

The current support agreement for PortMiami's Lenel OnGuard access control solution expires on September 30, 2014.

3.4 MISCELLANIOUS WORK TO BE PROVIDED

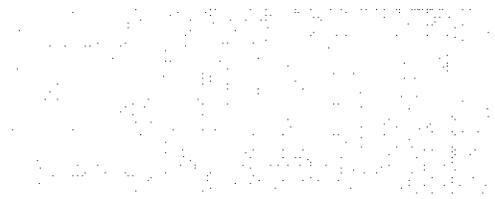
Throughout PortMiami, there are a variety of CCTV equipment, access control and intercom devices that may require preventive maintenance, restoration, repair or replacement. The vendors qualified on this pool will be allowed to participate in future spot market competitions as required by PortMiami on an as needed

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basis. When such a need for these types of services is identified, PortMiami will develop a Request for Quotation (RFQ) which shall include, but not be limited to: the quantity, model, part numbers, service requirements, and acceptance criteria that are required. Vendors qualified on this pool will be invited to submit price quotations based on the requirements as defined in the RFQ documents issued. PortMiami will then award the specific purchase based on a review of all submitted quotes in response to the RFQ. The types of equipment that may need to be serviced shall include, but not be limited to the following:

- CCTV Cameras (IP and Analog) and Accessories
- Traffic Gates
- Sensors
- Vehicle Loops
- Access Control Peripherals (Door Contacts, Audio Sounders, Exit Crash Bar Mechanism)
- Card Readers
- Two-Way Intercom Devices and Accessories

MIAMI-DADE



Walters, Vivian (ISD)

From: Pastoriza, Santiago (ISD)
Sent: Monday, July 07, 2014 4:23 PM
To: Walters, Vivian (ISD)
Subject: RQSP1400004, Lenel OnGuard Software Support and Maintenance
Attachments: RQSP1400004_SBD_Input.doc; Lenel OnGuard Software Support and Preventive Maintenance.pdf

Importance: High

Good afternoon Vivian,

Can you please review the attached scope and provide a recommendation. The purpose of this contract is to establish a pre-qualified pool of vendors capable of providing Lenel OnGuard Software Support and Maintenance . If you have any questions, feel free to contact me.

Kind regards,

Santiago A. Pastoriza
Internal Services Department (Procurement)
Miami-Dade County
Office: (305) 375-1084
E-mail: spastor@miamidade.gov

"Delivering Excellence Every Day"

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records.
E-mail messages are covered under such laws and thus subject to disclosure.*