**DEPARTMENTAL INPUT**

**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New ☐ OTR ☑ Sole Source ☐ Bid Waiver ☑ Emergency ☐ Previous Contract/Project No.:  
Re-Bid ☐ Other: Access Florida Sheriffs Association (FSA) Contract No. 14-12-0904

Requisition No./Project No.: RQWS1500003  TERM OF CONTRACT: One Time

Requisition /Project Title: Purchase of Tractor for Miami-Dade Water and Sewer Department (WASD)

Description: The Water and Sewer Department (WASD) seeks to purchase one (1) tractor by accessing a competitive contract from the Florida Sheriffs Association Contract No. 14-12-0904, Cab & Chassis Trucks & Other Fleet Equipment from Kelly Tractor Company.

Issuing Department: ISD/PMS for WASD  Contact Person: Lourdes Farley  Phone: (305) 375-3045

Estimate Cost: $97,022

<table>
<thead>
<tr>
<th>Commodity Codes:</th>
<th>070</th>
</tr>
</thead>
</table>

**ANALYSIS**

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Enterprise:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Value:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Comments:

Continued on another page (s): ☐ YES ☑ NO

**RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

Basis of recommendation:

Signed: [Signature]  Date sent to SBD: 11/19/14

Date returned to DPM:
REQ ID : RQWS1500003      DOC TYPE: CE      DUE DATE: 12/23/2014      INTF TYPE: RQ
ACTION IND: A             REQ/JT : R     EFF DTE : 11/17/2014   WHSE :
DEPARTMENT: WSO540YY WATER & SEWER DEPT PROCUREMENT DIV.   CHANGE NO:
CONTACT : C TULLIS          STATUS: APPR
TELEPHONE : 786 552-8565    EXT.       NOTE PAD: N (Y/N)   CREATE: 11/17/14
REQUISITION TOTAL : 97,022.00 UPDATE: 11/17/14
REQ NET TOTAL : 97,022.00   POST :
WORKORDER ID :               TRADE TYPE :
CONTRACT ID :                SPND : N
REQ TITLE : PURCHASE OF TRACTOR FOR DIVISION 850
RECOMMENDED VENDOR :
BLANKET PO ID/SCHED: /       TERMS ATTACHED : N (Y/N)
BUYER ID : 998            SPLIT CAPABILITY : Y (Y/N)
DISTRIBUTION METHOD: S      CREDIT INDICATOR : N   QUOTES : N (Y/N)
SFX INDEX : SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL PERCENT
01 WSADPICS 43010

F1-HELP      F2-SELECT      F3-DELETE      F4-PRIOR       F5-NEXT       F6-VIEW DOC
F7-ADDRESS   F8-OTHER KEY   F9-LINK        F10-SAVE       F11-VW ACCT   F12-QUOTE
G112 - INQUIRY SUCCESSFUL
November 2014

Mr. Greg Bennett
Governmental Sales
Kelly Tractor Company
8255 N.W. 58th Street
Miami, FL 33166

Re: Florida Sherriff’s Association - Contract No. 14-12-0904. Cab and Chassis Trucks and Other Fleet Equipment

Dear Mr. Bennett:

Miami-Dade County, hereinafter referred to as the County, would like to access the above referenced contract with Kelly Tractor Company (hereinafter referred to as the “Contractor”) for the one-time purchase of one (1) 2015 Massey Ferguson 7618 Tractor for the Miami-Dade County Water and Sewer Department (WASD). Prior to issuing a purchase order, the County requires acceptance with regards to the following terms and conditions:

1. The Contractor shall provide one (1) 2015 Massey Ferguson 7618 Tractor with Cab/AC and 4WD to the County and shall be paid in accordance with the pricing below:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Model No.</th>
<th>Order Code</th>
<th>Description</th>
<th>Base Price/Price per Each</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>7618</td>
<td>7293649</td>
<td>One (1) 2015 Massey Ferguson Classic Tractor 130 PTO HP</td>
<td>$135,627</td>
<td>$135,627</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Equipped with the following accessories:</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6x4 Dyna-6 Transmission with 24F/24R Gears</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7293488</td>
<td>Instructional Seat</td>
<td>$458</td>
<td>$458</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7293489</td>
<td>Front Weight Carrier</td>
<td>$295</td>
<td>$295</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Base</td>
<td>29 GPM Closed Center Load Sensing Hyd. System</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Base</td>
<td>2 Mechanical Controlled Valves</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Base</td>
<td>3rd Mechanical Valve Only</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7292664</td>
<td>460/85R38 R1 Rear Tires</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7293762B2</td>
<td>380/85R28 R1 Front Tires</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7293430</td>
<td>Air Suspended Seat – Automatic Adjustment</td>
<td>$335</td>
<td>$335</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7293103</td>
<td>Dual Roof-Mounted Rotating Beacons w/SMV Sign</td>
<td>$487</td>
<td>$487</td>
</tr>
</tbody>
</table>
2. TERM OF AGREEMENT: Upon issuance of PO

This contract shall commence upon the date of the purchase order and shall remain in effect until such time as all items purchased in conjunction with this agreement, have been delivered and accepted by the County’s authorized representative and upon completion of the expressed and/or implied warranty periods. The prices shall remain firm and fixed for the term of the contract.

3. SHIPPING TERMS, DELIVERY AND PAYMENT

Prices are F.O.B. Destination and the Contractor shall hold title to the goods until such time as item is delivered to and accepted by Miami-Dade County. Deliveries are authorized at the following location:

Miami-Dade County
South Miami Heights
Fleet Management Office
20900 S.W. 117th Avenue
Miami, Florida 33177
Contact – Steadford Dalhouse (305) (786)266-5060
Twenty-four (24) hours prior to delivery, between the hours of 8:00 a.m. to 2:00 p.m. weekdays.

All items delivered shall include all manufacturer’s standard equipment and warranties. The 2015 Massey Ferguson 7618 Tractor shall be delivered no later than 180 days of receipt of the purchase order. All deliveries are to be made in accordance with good commercial practice. All equipment shall be delivered in full compliance with the contract requirements, and must be in excellent condition and ready to work. Upon verification of compliance with these requirements, the County will accept the delivered equipment.

The County will issue payment after completion of items (a) and (b) below:

a) All delivered units are successfully inspected for compliance with all requirements and accepted (including delivery of the required manuals as specified below), by the County.

b) With the delivery of one tractor, the Contractor shall provide to the County,

i. One (1) copy of the associated technical and service manuals, per model; DVD preferred; and other internet based media the County can be provided access to;

ii. A copy of the manufacturer’s preventative maintenance schedule; and

iii. The manufacturer’s certificate of origin, title application, and all warranty documents.
The invoice is to be made out to the name of the department as indicated on the Purchase Order and mailed to the same address as shown on the Purchase Order.

4. **METHOD OF PAYMENT**: The Contractor shall submit an invoice to the County as indicated herein:

The date of the invoice shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoice be submitted in advance of the delivery and acceptance of the items. In addition to the general invoice requirements set forth below, the invoice shall reference the corresponding delivery ticket, unit serial numbers and the packing slip number that was signed by an authorized representative of the County at the time the items were delivered and accepted.

In order for the County to provide payment, the Contractor shall submit a fully documented invoice that provides certain basic information.

All invoices shall contain the following basic information:

I. **Contractor Information**:
   - The name of the business organization as specified on the contract between Miami-Dade County and the Contractor
   - Date of invoice
   - Invoice number
   - The Contractor's Federal Identification Number on file with Miami-Dade County

II. **County Information**:
   - Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. **Pricing Information**:
   - Unit price of the goods provided
   - Extended total price of the goods
   - Applicable discounts

IV. **Goods Provided per Contract**:
   - Description
   - Quantity

V. **Delivery Information**:
   - Delivery terms set forth within the Miami-Dade County Release Purchase Order
   - Location and date of delivery of goods

Invoices and associated back-up documentation shall be submitted in duplicate by the Contractor to the County as follows:

Miami-Dade Water and Sewer Department  
3071 S.W. 38th Avenue, Room 208-9  
Miami, Florida 33146  
Attn: Calvin Tullis  
E-mail: ctull@miamidade.gov  
Phone: (786) 552-8565
5. Pursuant to Miami-Dade County Ordinance No. 97-215, the purchase order will include the Independent Private Sector Inspector General requirements. This ordinance requires a ¼ of 1% reduction from the total price of the Contractor's invoice.

6. Pursuant to Section 2-481 of the Miami-Dade County Code, the Contractor will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

If you have questions please contact Lourdes Farley at (305) 375-3045.

By: __________________________
Name: _________________________
Title: _________________________
Date: _________________________
Attest: _________________________
    Corporate Secretary/Notary
    Corporate Seal/Notary Seal
    Attachment: Affidavits
Miami-Dade County
Department of Procurement Management
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Federal Employer Identification Number (FEIN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Title:</td>
<td></td>
</tr>
</tbody>
</table>

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure  
   Sec. 2-8.1 of the County Code

2. Miami-Dade County Employment Disclosure  
   County Ordinance No. 90-133, amending Section 2-8.1(c)(2) of the County Code

3. Miami-Dade County Employment Drug-free Workplace Certification  
   Section 2-8.1.2(b) of the County Code

4. Miami-Dade County Disability Non-Discrimination  
   Article 1, Section 2-8.1.5 Resolution R162-00 amending R-365-95

5. Miami-Dade County Debarment Disclosure  
   Section 10.38 of the County Code

6. Miami-Dade County Vendor Obligation to County  
   Section 2-8.1 of the County Code

7. Miami-Dade County Code of Business Ethics  
   Article 1, Section 2-11(b) of the County Code through 6 and 9 of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code

8. Miami-Dade County Family Leave  
   Article V of Chapter 11 of the County Code

9. Miami-Dade County Living Wage  
   Section 2-8.9 of the County Code

10. Miami-Dade County Domestic Leave and Reporting  
    Article 8, Section 11A-60 11A-67 of the County Code

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Printed Name of Affiant
Printed Title of Affiant
Name of Firm
Address of Firm
State
Zip Code

Signature of Affiant
Date

Notary Public Information
Notary Public – State of
County of
Subscribed and sworn to (or affirmed) before me this day of, 20
by He or she is personally known to me □ or has produced identification □

Type of identification produced

Signature of Notary Public

Print or Stamp of Notary Public

Serial Number

Expiration Date

Notary Public Seal

Page 5 of 7
FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

________________________  ______________________
Signature                     Date
SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-93, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and in any event prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at http://new.miamidade.gov/business/business-development.asp.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent ____________________________ Print Name ____________________________ Print Title ____________________________ Date ___________