MIAMI-DADE COUNTY

ADDENDUM NO. 1

DATE: May 25, 2016

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: SOLICITATION NO. FB-00269

TITLE: AUTOMOTIVE GLASS, ELECTRIC AND MANUAL WINDOW REGULATORS (FURNISH & INSTALL)

This Addendum No. 1 becomes part of the above mentioned bid.

The following are changes to the bid solicitation:

1. SOLICITATION EXTENSION:

The Solicitation end date for FB-00269, Automotive Glass, Electric and Manual Window Regulators (Furnish & Install) has been changed. **The new Solicitation End Date is Friday, May 27th, 2016 at 6:00 pm.**

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.

Miami-Dade County

Lourdes Farley
Procurement Contracting Associate

c: Clerk of the Board

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to furnish and install automotive glass, electric and manual window regulators in conjunction with the County's needs on an as needed when needed basis.

2.2 SMALL BUSINESS CONTRACT MEASURES

See paragraph 1.44 of the Section 1, General Terms and Conditions.

2.3 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 distributed by the County's Department of Internal Services, Procurement Management Division and contingent upon the completion and submittal of all required bid documents. The contract term is for five (5) years and shall expire on the last day of the last month of the contract term.

2.4 METHOD OF AWARD

Award of this contract will be made to the two (2) responsive and responsible bidder(s), who submit the greatest discount from the Winter 2016 weighted average total all parts price listed in the National Glass Association Specification (NAGS) of $347.47 for glass and the Mitchell 1 Pro-Demand estimated weighted average for all parts of $116.60 for Motors and Regulators, when combined with all other items in the aggregate. The initial contract percentage discounts offered from the National Glass Association Specification (NAGS) 2016 Winter Benchmark Calculator, Effective (01/11/16), and the Mitchell 1 Pro-Demand Catalogue Database for Motors and Regulators shall prevail throughout the term of this contract.

I. A flat rate charge for service to any vehicle at any shop shall represent all charges inclusive of transportation, fuel, labor, clean up, installation and any other parts, labor or materials needed to complete all required repairs to that vehicle whether they be only for glass, only for motor and/or regulator repair or all combined for a single vehicle. Should there be more than one vehicle glass and/or regulator repair or replacement to be performed at the same shop an additional service fee will be charged for each vehicle repaired. If a vendor fails to submit an offer on both items, its offer for the glass and motors/regulators categories will be rejected. Failure to Bid on all items shall render the Bid non-responsive.

II. Work to be conducted on site or the South Dade Landfill or at North Dade Landfill or other off road work site shall include complete installation of the required glass with moldings, glue, clips or any other materials needed to produce a fully finished job and a ready to use vehicle in accordance with the best practices in the industry and an award for service call plus price per 100 square inches of laminated flat safety glass. Work performed must be complete with clean up so as to leave the vehicle finished and ready to work.

III. Note: Failure to perform as noted may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

2.4.1 The bidder shall meet the following minimum qualifications set forth in this solicitation:

A. The bidder shall provide a copy of their Articles of Incorporation indicating that the company has been in business for a minimum of two (2) years. If the bidder is not incorporated, the names,

addresses and contact details of three (3) references shall be provided who can verify that the vendors business has been in operation for a minimum of two (2) years.

B. The bidder shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine and an e-mail address.

The bidder shall be available 24 hours, seven days a week. The bidder shall provide the name and contact information of a representative that can be contacted at all times.

C. The bidder shall have no less than $25,000 of glass or regulator/motor inventory on hand as stored in D. or E. below or provide letter(s) of credit from wholesalers that supply glass and or regulator/motor parts and supplies (on appropriate letterhead) to them indicating their ability to inventory that amount.

D. The bidder shall own or lease a fully equipped office/warehouse, within the geographic boundaries of Miami-Dade and/or Broward. Bidder shall provide a copy of their Local Business Tax Certificate and/or valid Occupational License as proof.

E. The bidder shall have at a minimum three (3) service trucks registered in the vendor(s) name at the time of bid submittal. The bidder will be required to provide a copy of the registration for each registered service truck if requested by the County.

If a bidder fails to submit an offer on all items, its overall offer will be rejected. While the award will be made in the aggregate to the lowest responsive responsible bidder, (primary) and the next lowest responsive responsible bidder (secondary) to assure availability, **the primary vendor will be given the first opportunity to perform under this contract.** Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations.

2.5 PRICES

If the bidder is awarded a contract under this solicitation, the prices proposed for labor or discount % by the bidder shall remain fixed and firm during the term of contract.

2.6 INSURANCE

See paragraph 1.22 of the Section 1, General Terms and Conditions.

2.7 METHOD OF PAYMENT

A. INTERNAL SERVICES DEPARTMENT (ISD) FLEET MANAGEMENT DIVISION ONLY

The bidder shall submit an invoice(s) at the time of completion of each work order or delivery. Invoices shall be to the attention of the facility supervisor at the shop location where the goods were delivered or services rendered.

B. OTHER COUNTY AGENCIES

See paragraph 1.35 Invoices of the Section 1, General Terms and Conditions.

2.8 DELIVERY

See paragraph 1.19 of the Section 1, General Terms and Conditions.

2.8.1 DAMAGE GOODS WHEN SHIPPING IS PROVIDDED BY BIDDER

The bidder shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.8.2 DELIVERY REQUIREMENTS

The bidder shall make deliveries and complete all required work to make the vehicle work ready no later than the next business day after the date of the order.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the bidder; 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 to whom the contract is awarded fail to complete the work within the number of days stated in its offer, or the "not-to-exceed" timeframe cited above, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the bidder. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the vendor, through an invoice for any additional costs over and beyond the original contract price which were incurred by the County. If the incumbent vendor fails to honor this invoice the County may terminate the contract for default.

2.8.3 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY

The bidder 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; and back-order quantities and estimated delivery of back-orders if applicable.

2.8.4 NON STOCK EQUIPMENT/RELATED MATERIALS

Due to the diversity of equipment operated by the County, the bidder may not have in stock all glass types, motors and controllers required by the County. The bidder shall be responsible for obtaining, delivering and installing any not in stock glass and or regulators/motors no later than the second business day after the order has been placed by the County.

2.9 WARRANTY

See paragraph 1.7 of the Section 1, General Terms and Conditions.

2.10 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Farley, at (305) 375-3045 email – farley@miamidade.gov

2.11 OFFICE OF THE INSPECTOR GENERAL (IG)

See paragraph 1.28 of the Section 1, General Terms and Conditions.

2.12 COUNTY USER ACCESS PROGRAM (UAP)

See paragraph 1.36 of the Section 1, General Terms and Conditions.

2.13 PURCHASE OF OTHER ITEMS NOT LISTED IN THE SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major items on the bid solicitation which are utilized by County departments, there may be additional items, glass types and/or other related accessories that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded vendors to obtain a price quote for the additional items for which specifications will be provided at that time. The County reserves the right to award these additional items to the primary awarded vendor, or the secondary contract vendor based on the lowest price quote. The County may determine to obtain price quotes for the additional items from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

2.14 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of the same quality level and fitment as that of the original equipment manufacturer (OEM) although OEM replacement glass, motors or regulators are not a requirement of this invitation to bid. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.15 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the bidder in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the bidder at the bidder's expense and the contract cancelled or (2) the County may require the bidder to replace the materials at the bidder's expense.

2.16 RESPONSE TIME FOR ISD FLEET MANAGEMENT

The bidder shall provide a fax or email address available 24 hours, 7 days a week. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), service response time (defined as the time from acknowledged notification to arrival on-site) shall be within 24 hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within 24 hours after notification by the County.

2.16.1 RESPONSE TIME FOR MIAMI DADE FIRE RESCUE ONLY

The bidder shall provide 24 hours, 7 days a week emergency service under the contract. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within 4 hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within 4 hours after notification by the County.

2.17 NOTIFICATION TO BEGIN WORK

The bidder shall neither commence any work, nor enter a County work premise, until a work order directing the bidder to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

2.18 WORK ACCEPTANCE

All installations, equipment and/or work will be inspected by an authorized representative of the County once work is completed.

This inspection shall be performed to determine operational status, acceptance of work, appropriate invoicing, and warranty conditions. If any additional work is necessary the bidder shall obtain prior authorization from a department authorized County representative or designee.

2.19 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific for various County Department, it is hereby agreed and understood that any County department may avail itself of this contract and purchase any and all items specified herein from the successful bidder at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s).

2.20 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.

2.21 DEMONSTRATION OF COMPETENCY

See Section 1, paragraph 1.29.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract to furnish and install automotive glass and electric and manual window regulators and motors in conjunction with the County's needs on an as needed when needed basis. It shall be understood that in almost every case this will require the successful vendor to go to a County facility and do all work required on a County facility site.

3.2 GLASS INSTALLATION AND SERVICES TO BE PROVIDED

Vendor(s) shall be responsible for the installation of all glazing and glass inclusive of windshields, side windows, rear windows, vent windows, and all other glass in automotive usage, pickups, vans SUVs, trucks, police cars, construction equipment, landfill equipment, fire equipment, etc. Installation shall be made no later than 24 hours after notification. Vendor(s) are advised that the County has a variety of equipment to be serviced and that the discount, quoted by the vendor from the National Auto Glass Specifications (NAGS) list price schedule for glass alone, when added to the fixed price offered for a service call shall constitute and be the full and final price for that completed job which shall include; the required glass or glazing, the service call for that vehicle inclusive of installation labor and all materials, glues, clips, moldings, and any other materials or labor including cleanup, which shall be required to produce a fully finished job and a ready to use vehicle in accordance with the best practices in the industry. No additional or other charges for or from any cause will be accepted.

NOTE: IN cases where both a glass installation and a motor/regulator installation are required for the same vehicle only one service charge for that vehicle shall be allowed.

3.3 WINDOW MOTOR OR REGULATOR INSTALLATION AND SERVICES TO BE PROVIDED

The bidder shall be responsible for the installation of all motors and regulators inclusive of all operating windows and openings in automotive usage, pickups, vans SUVs, trucks, police cars, construction equipment, landfill equipment, fire equipment, etc. Installation shall be made no later than 24 hours after notification. The bidder(s) are advised that the County has a variety of equipment to be serviced and that the discount, offered by the vendor from the average price cited for Mitchell 1 Pro-Demand list price OEM schedule for motors and regulators, plus the fixed price offered for a service call for the vehicle being repaired shall be the full and final price for that completed job which shall include; all required motors or regulators, the service call inclusive of installation labor and all materials, glues, clips, moldings, wiring, fasteners and any other materials or labor including cleanup which shall be required to produce a fully finished job and a ready to use vehicle in accordance with the best practices in the industry. No additional or other charges for or from any cause will be accepted.

NOTE: IN cases where both a glass installation and a motor/regulator installation are required for the same vehicle only one service charge for that vehicle shall be allowed.

3.4 LAMINATED SAFETY FLAT GLASS INSTALLATION AND/OR SERVICE ON THE LANDFILL OR OTHER OFF ROAD SITE

The bidder shall be responsible for the installation of glazing and glass. Installation shall be made no later than 24 hours after notification. The bidder is advised that the County has a variety of equipment to be serviced and for this category the vendor will quote the price of glass per 100 square inches of glass installed.

The bidder will quote a separate charge for a service call as needed to the South or North Dade Landfill that shall include complete installation of the required laminated safety flat glass with moldings, glue, clips or any

other materials needed to produce a fully finished job and a ready to use vehicle in accordance with the best practices in the industry. There may be cases where the County will supply the required glass, in those cases the bidder will be entitled to the service call charge, which includes all labor and installation materials. For the bidder's guidance a typical landfill equipment window is expected to average 1200 square inches or larger, however no size guarantee is expressed or implied in this paragraph.

3.5 GLASS, GLAZING, MOTORS, REGULATORS, ETC

Regardless of the location the glass, glazing, motor or regulator is to be installed, (i.e. windshield, door or cab window, etc). or any other opening on a vehicle or other mobile equipment all glass glazing to be provided and installed shall meet or exceed the below referenced requirements:

The bidders shall conform to the requirements contained in the National Auto Glass Specifications, Inc., published by NAGS Publishing Co. and shall be in full compliance with the requirements contained in the "American Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways, ANSI/SAE Z-26, 1-1996 of the American National Institute, Inc., and United States Department of Transportation Federal Motor Carrier Safety Administration Part 571.205, Standard No. 205 glazing materials.

Bidder(s) shall also conform to all requirements in Mitchell and Mitchell 1 Pro-Demand for OEM regulators and motors and the installation thereof.

Types of equipment requiring glazing but not limited to:

- Windshields for all motor vehicles.
- Windows for all motor vehicles.
- Doors (or any other opening of an automobile)
- Buses
- Fire engines
- Off-road equipment
- Tractors
- Trucks
- Miscellaneous mobile equipment

For further reference, you may refer to the following websites:

- American Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways http://standards.sae.org/j674_200508/
- Department of Transportation National Highway Traffic Safety Administration http://www.glasslinks.com/newsinfo/nhtsa_ansi.htm
- National Auto Glass Specifications, Inc. (NAGS) http://glass.mitchell.com/nags.asp
- United States Government, the International Window Film Association (IWFA) http://www.iwfa.com/iwfa/Law_Chart/iwfa_position_on_mpvs.htm

3.6 DEPARMENT LOCATION LISTING

A. **MIAMI DADE FIRE RESCUE DEPARTMENT hours of operation as referenced in Section 2, Paragraph 2.18**

Fire Shop	Location	Contact Person	Phone number	Hours of Operation
2	6100 SW 87 Ave. Miami, FL 33173	Chris Koop	786-229-3790	Monday - Friday 6:00 a.m. - 11:00 p.m. Saturday 6:00 a.m. –2:30 p.m.
North	8141 NW 80 St. Miami, FL 33166	Chris Koop	786-229-3790	Monday – Thursday 7:00 a.m. – 5:30 p.m.

B. **INTERNAL SERVICES DEPARTMENT (ISD) FLEET MANAGEMENT DIVISION shop listings as follows:**

LIGHT EQUIPMENT OPERATIONS

Shop	Location	Phone No.	Fax No.	Shop No.
Shop 1 Main	703 NW 25th St. Miami, FL 33127	305-638-6071	305-638-5790	010
Downtown Motor Pool	201 NW 1st St. Miami, FL 33128	305-375-4053	305-375-3650	015
Police Headquarters Shop (PDHQ)	9109 NW 25th St. Doral, FL 33172	305-471-2930	305-593-8867	018
South Dade Gov't Center (SDGC)	10740 SW 211th St. Miami, FL 33189	305-251-3125	305-232-2434	011
Station 1	5975 Miami Lakes Dr. Miami Lakes, FL 33014	305-557-9844	305-828-1405	016
Station 2	2950 NW 83rd St. Miami, FL 33147	305-691-3134	305-694-8672	014
Station 5	7707 SW 117th Ave. Miami, FL 33173	305-271-5342	305-275-8901	013
Station 6	15665 Biscayne Blvd. Miami, FL 33160	305-947-4429	305-948-9923	012
Station 8	10000 SW 142nd Ave. Miami, FL 33186	305-383-6820	305-382-1445	017
Station 9	18802 NW 27th Ave. Miami, FL 33056	305-627-7180	305-627-7293	019
Shop 2-Auto	6100 SW 87th Ave. Miami, FL 33173	305-273-4127	305-270-4932	024
Shop 3 Body Shop & Auction	8801 NW58th St. Miami, FL 33178	305-468-2518	305-468-2552	043
Shop 3-Auto	8801 NW 58th St. Miami, FL 33178	305-470-1787	305-406-2978	033
New Car Get Ready Facility	6100 SW 87th Ave. Miami, FL 33173	305-273-4127	305-270-4932	040

HEAVY EQUIPMENT OPERATIONS

Shop	Location	Phone No.	Fax No.	Shop No.
Shop 2-Truck	6100 SW87th Ave. Miami, FL 33173	305-273-4125 305-273-4126	305-270-4912	020
Shop 3-Main	8801 NW 58th St. Doral, FL 33178	305-591-9515	305-470-1613	030
Shop 3A	18701 NE 6th Ave. Miami, FL 33179	305-652-0764	305-770-3142	031
Shop 3B	7900 SW 107th Ave. Miami, FL 33173	305-279-5050 305-279-5051 305-270-2967	305-273-7418	032
Shop 3C-Cont./Weld	8801 NW 58th St. Doral, FL 33178	305-477-1008 305-477-1101	305-499-5466	038
Shop 3D	10820 SW 211th St. Miami, FL 33189	305-233-5297 305-251-0097 305-251-0150	305-255-5345	035
Tire Shop	8801 NW 58th St. Doral, FL 33178	305-470-1769	305-468-2569	039

SECTION 4 – BID SUBMITTAL

4.1

The bidder shall provide a copy of their Articles of Incorporation indicating that the company has been in business for a minimum of two (2) years (See paragraph 2.4.1 Method of Award, Item A of the Section 2, Special Terms and Conditions).

Articles of Incorporation Number: _____

---------- OR ----------

If the bidder is not incorporated, the names, addresses and contact details of three (3) references shall be provided who can verify that the bidder business has been in operation for a minimum of two (2) years.

Reference 1:

Company Name (Client):_____ Customer Contact Person:_____

Title:_____ Phone Number:_____

Reference 2:

Company Name (Client):_____ Customer Contact Person:_____

Title:_____ Phone Number:_____

Reference 3:

Company Name (Client):_____ Customer Contact Person:_____

Title:_____ Phone Number:_____

4.2

The bidder shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine and an e-mail address (See paragraph 2.4.1 Method of Award, Item B of the Section 2, Special Terms and Conditions).

Fax Number:_____ E-mail address:_____

4.3

The bidder shall have no less than $25,000 of parts inventory (See paragraph 2.4.1 Method of Award, Item C of the Section 2, Special Terms and Conditions).

4.4

The bidder shall own or lease a fully equipped office/warehouse, within the geographic boundaries of Miami-Dade and/or Broward. The bidder shall provide a copy of their Local Business Tax Certificate as proof (See paragraph 2.4.1 Method of Award, Item D of the Section 2, Special Terms and Conditions).

4.5

The bidder shall have at a minimum three (3) service trucks registered in the bidder(s) name at the time of bid submittal. Submit a copy of the vehicle's registration in the company name with your bid (See paragraph 2.4.1 Method of Award, Item E of the Section 2, Special Terms and Conditions).

DISCOUNT FOR PARTS ONLY (NAGS)

Item	Estimated Dollar Value for evaluation purposes only	Description	Discount % Off NAGS All Parts Winter 2016 Weighted Average of $347.47	Cost Per Each Service Call
4.6	$125,000	Discount % Off Nags Winter 2016 weighted average all parts price (Benchmark Calculator effective 01/11/16).	_____%	$_____

DISCOUNT FOR PARTS ONLY (MITCHELL 1 PRO-DEMAND)

Item	Estimated Dollar Value for evaluation purposes only	Description	Discount % Off Mitchell 1 Pro-Demand Catalogue Weighted Average Retail Price of $116.60	Cost Per Each Service Call
4.7	$125,000	Discount % Off Mitchell 1 Pro-Demand Database Catalogue Weighted Average Retail Price of $116.60	_____%	$_____

PARTS ONLY (LANDFILL OR OFF ROAD)

Item	Est. Qty:	Description	Cost for each
4.8	1200	Laminated Safety Glass cost per 100 square inches furnished based on an average installation of 1200 square inches on the Landfill or off road See paragraph 3.4, of the Section 3, Technical Specifications.	$_____ per 100 square inches

FLAT FEE FOR LABOR FOR SERVICE; ANY VEHICLE; ANY SHOP

Item	Est. Qty:	Description	Flat Fee
4.9	525	Flat service charge for service to perform work on any vehicle at any County shop.	$_____

FLAT FEE FOR LABOR FOR SERVICE; LANDFILL OR OFF ROAD

Item	Est. Qty:	Description	Flat Fee
4.10	525	Flat service charge for service to perform work at landfill or off road.	$_____

MIAMI DADE FIRE RESCUE ONLY FOUR (4) HOUR RESPONSE

Item	Description	Cost per hour
4.11	Four hour response time cost (per hour, per person, number of persons required to be approved by Fire Rescue).	$_____ per hour