

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. [REDACTED]

Contract
 Re-Bid Other LIVING WAGE APPLIES: YES X NO

Requisition No./Project No.: **ROGS1100017** TERM OF CONTRACT [REDACTED] YEAR(S) WITH [REDACTED] YEAR(S) OTR

Requisition /Project Title: TIRE CHANGING MACHINES FOR VARIOUS GSA SHOPS

Description: GSA Fleet Management needs to purchase tire changing machines for the various light and heavy shops listed below. As part of this solicitation, all bidders are required to bid on the trade-in of existing equipment at these facilities, identified in the sections below. The vendor shall completely remove and dispose of all existing equipment in each shop, if required, as well as any scrap materials and/or trash and debris generated from the removal of the existing tire changing machines, and the installation of the new tire changing machines. The vendor shall provide and install the new tire changing machines as recommended by the OEM in the designated area along with all parts/materials, labor, services and permits, etc. required to deliver a "ready to work" unit upon completion of installation.

Issuing Department: GSA Contact Person: Marty Dareff Phone: 305-375-2302
Estimate Cost: \$89,000 Funding Source: Internal Service Funds

ANALYSIS

<u>Commodity Codes:</u> 075-81	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	[REDACTED]	[REDACTED]	[REDACTED]	
Small Business Enterprise:	[REDACTED]	[REDACTED]	[REDACTED]	
Contract Value:	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	

Comments: [REDACTED]

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	[REDACTED]	[REDACTED]	X	[REDACTED]

Basis of recommendation:
Bid Preference

Signed: *Dejanele Williams* 14:34 PM Date sent to DBD: 6/9/11 6-JUN-11 1102
 Date returned to DPM: [REDACTED]

RECEIVED



BID NO.: IB

**OPENING: 2:00 P.M.
FRIDAY**

MIAMI-DADE COUNTY, FLORIDA

**INVITATION
TO BID**

TITLE:

TIRE CHANGING MACHINES

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

- BID DEPOSIT AND PERFORMANCE BOND:.....**
- CATALOGUE AND LISTS:.....**
- CERTIFICATE OF COMPETENCY:.....**
- EQUIPMENT LIST:.....**
- EXPEDITED PROCUREMENT PROGRAM (EPP):.....**
- INDEMNIFICATION/INSURANCE:.....** **SEE SECTION 2, PARAGRAPH 2.11**
- PRE-BID CONFERENCE/WALK-THRU:.....** **SEE SECTION 2, PARAGRAPH 2.3**
- SMALL BUSINESS ENTERPRISE MEASURE:.....** **SEE SECTION 2, PARAGRAPH 2.2**
- SAMPLES/INFORMATION SHEETS:.....** **SEE SECTION 2, PARAGRAPH 2.9**
- SECTION 3 – MDHA:.....**
- SITE VISIT/AFFIDAVIT:.....**
- USER ACCESS PROGRAM:.....** **SEE SECTION 2, PARAGRAPH 2.21**
- WRITTEN WARRANTY:.....** **SEE SECTION 2, PARAGRAPH 2.19**

FOR INFORMATION CONTACT:

DEJENABA WEDEMIER AT 305-375-4356, EMAIL: DJWEDEM@MIAMIDADE.GOV

IMPORTANT NOTICE TO BIDDERS:

- **N/A**
- **Failure to complete the certification regarding Local Preference on page 18 of Section 4, Bid Submittal Form shall render the vendor ineligible for Local Preference**
- **Failure to sign page 18 of Section 4, Bid Submittal Form will render your bid non-responsive**

**MIAMI-DADE COUNTY
DEPARTMENT OF PROCUREMENT MANAGEMENT**

SECTION 2
SPECIAL CONDITIONS

TIRE CHANGING MACHINES

2.1 PURPOSE:

The purpose of this Invitation to Bid is for the purchase tire changing machines for the General Services Administration Department.

2.2.1 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS
GREATER THAN \$50,000 (Bid Preference)

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts valued up to \$1 million and a 5% percent bid preference shall apply to contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access [Miami-Dade County - Small Business Development - Certification Process](#)

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.2.2 LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS
PREFERENCE

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

SECTION 2
SPECIAL CONDITIONS

TIRE CHANGING MACHINES

2.3 PRE-BID/WALK-THRU TOUR AND INSPECTION OF EQUIPMENT (RECOMMENDED):

A pre-bid/walk-thru tour and equipment inspection will be held on (date and time TBA) at the locations listed in Section 3,. It is recommended that a representative of the firm attend this conference as the "Cone of Silence" will be lifted during the course of the walk-thru and informal communication can take place. Vendors are requested to bring this solicitation document to the walk-thru, as additional copies may not be available. Multiple members of individual community councils may be present.

Prior to submitting its offer it is advisable that the vendor inspect the equipment and become familiar with any conditions which may in any manner affect the service to be performed or affect the equipment, materials and labor required. The vendor is also advised to examine carefully any drawings and specifications and to become thoroughly informed regarding any and all conditions and requirements that may in any manner affect the service to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. Vendors are advised that all inquiries during the bidding period are subject to the Cone of Silence.

2.4 TERM OF CONTRACT: UPON DELIVERY

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 Invitation to Bid, have been delivered, installed and accepted by the County's authorized representative and upon completion of the expressed and/or implied warranty periods.

2.5 OPTION TO RENEW

Intentionally Omitted

2.6 METHOD OF AWARD: To Lowest Priced Vendor(s) on an Item-by-Item Basis

Award(s) will be made on an item-by-item basis, inclusive of the trade-in offered, to the responsive and responsible vendor(s) who submits the lowest price for the item(s) being awarded.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1, Paragraph 1.5, Award of Bid Solicitation.

SECTION 2
SPECIAL CONDITIONS

TIRE CHANGING MACHINES

2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT

Intentionally Omitted

2.9 “EQUAL” PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid Submission Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of “equal” products:

___ × ___: Product Information Sheets

If an “equal” product may be considered by the County in accordance with the Bid Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an “or equal” item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

SECTION 2
SPECIAL CONDITIONS

TIRE CHANGING MACHINES

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid Submission Form are the only products that will be accepted under this solicitation.

2.10 LIQUIDATED DAMAGES

Intentionally Omitted

2.11 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

SECTION 2
SPECIAL CONDITIONS

TIRE CHANGING MACHINES

the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days.

If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of this solicitation.

2.12 BID GUARANTY

Intentionally Omitted

2.13 PERFORMANCE BOND

Intentionally Omitted

2.14 CERTIFICATIONS

Intentionally Omitted

2.15 METHOD OF PAYMENT: PERIODIC INVOICES FOR COMPLETED PURCHASES

The vendor(s) shall submit an invoice(s) after delivery and installation have been completed. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery and installation of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

SECTION 3
TECHNICAL SPECIFICATIONS

TIRE CHANGING MACHINES

- 3.1 Scope of Work:** GSA Fleet Management needs to purchase tire changing machines for the various light and heavy shops listed below. As part of this solicitation, all bidders are required to bid on the trade-in of existing equipment at these facilities, identified in the sections below. The vendor shall completely remove and dispose of all existing equipment in each shop, if required, as well as any scrap materials and/or trash and debris generated from the removal of the existing tire changing machines, and the installation of the new tire changing machines. The vendor shall provide and install the new tire changing machines as recommended by the OEM in the designated area along with all parts/materials, labor, services and permits, etc. required to deliver a “ready to work” unit upon completion of installation.
- 3.2 Downtown Motorpool Shop Located at 201 NW 1st, Miami, Fl. 33128:**
- A: The vendor shall provide and install a new Coats Tire Changer Model # 9024E with optional integrated wheel lift option or approved equal. The maximum space allocated for this machine at this facility is four (4) ft. by four (4) ft.
 - B: The vendor shall properly disconnect the current unit from its present location, and move it to another designated location within this facility, prior to installing the new tire changing machine in the same location.
- 3.3 Shop 2 Auto Located at 6100 SW 87th Ave. Miami, Fl. 33173:**
- A: The vendor shall provide and install a new Coats Tire Changer Model # 9024E with optional integrated wheel lift option or approved equal. The maximum space allocated for this machine at this facility is six (6) ft. by six (6) ft.
 - B: The County will be trade-in an existing Coats Tire Changer Model 5065AX SN# 9907105819, in fair operating condition.
- 3.4 Police Department Headquarters Shop Located at 9109 NW 25st, Doral, Fl. 33172:**
- A: The vendor shall provide and install a new Coats Tire Changer Model # 9024E with optional integrated wheel lift option or approved equal. The maximum space allocated for this machine at this facility is five (5) ft. by six (6) ft.
 - B: The County will be trade-in an existing Coats Tire Changer Model 7050AX SN# 0103100557, in fair operating condition.

SECTION 3
TECHNICAL SPECIFICATIONS

TIRE CHANGING MACHINES

3.5 South Dade Government Center Shop Located at 10740 SW 211th St. Miami, Fl. 33189:

- A: The vendor shall provide and install a new Coats Tire Changer Model # 9024E with optional integrated wheel lift option or approved equal. The maximum space allocated for this machine at this facility is five (5) ft. by seven (7) ft.
- B: The County will be trade-in an existing Coats Tire Changer Model 5065AX SN# 0002102013, in fair operating condition.

3.6 Shop 2 Truck Located at 6100 SW 87th Ave. Miami, Fl. 33173:

- A: The vendor shall provide and install a new Coats Tire Changer Model # CHD-9551 or approved equal.
- B: The vendor shall properly disconnect the current unit from its present location, and move it to another designated location within this facility, prior to installing the new tire changing machine in the same location.

3.7 Shop 3 Tire Located at 8801 W 58th St Doral, Fl. 33172:

- A: The vendor shall provide and install two (2) new Corchi Tire Changer Model # AG/S52L or approved equal. One of the units will be a replacing an existing unit and the second unit will be a new complete install.
- B: The County will be trade-in an existing Coats Tire Changer Model 809100, SN # 0195277711, in fair operating condition.