

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

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No:

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition/Project No: ROAV1500017 TERM OF CONTRACT: 0 years with 0, option-to-renew (one-time purchase)

Requisition/Project Title: Police Rated, Administrative, Utility Vehicles, Trucks and Vans

Description: The vendor will provide new 2016 tow trucks as particularly specified in the Letter of Agreement.

User Department(s): Aviation Contact Person: Robin Webb Phone: 305-375-4356
 Issuing Department: ISD/PM Funding Source: Proprietary Funds
 Estimated Cost: \$62,912

ANALYSIS

Commodity/Service No: <u>070-53</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here: <input type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
	EXISTING	2 ND YEAR	3 RD YEAR
Contractor:	N/A	N/A	N/A
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: The Miami-Dade Aviation Department wishes to access the Florida Sheriff's Association contract to purchase two tow trucks.

Signed: Robin Webb

Date to DBD: 2-18-15

Date Returned to DPM: _____

BID AWARD ANNOUNCEMENT

14-22-0904

Effective Dates:
October 1, 2014– September 30, 2015

**POLICE RATED, ADMINISTRATIVE, UTILITY VEHICLES,
TRUCKS & VANS**

***Participating Sheriffs Offices & Local Governmental
Agencies of the State of Florida***

Coordinated By

**The
Florida Sheriffs Association
& Florida Association of Counties**



MEMO



FLORIDA SHERIFFS ASSOCIATION

P. O. Box 12519 • Tallahassee, FL 32317-2519
PHONE (850) 877-2165 • FAX (850) 878-8665
WEB SITE: www.flsheriffs.org

DATE: October 1, 2014

TO: **ALL PROSPECTIVE PARTICIPANTS**

FROM: Steve Casey	Becky Keillor	Peggy Goff	Drew Terpak
Executive Director	Bid Coordinator	Assistant Executive Director	Business Operations Manager

RE: **POLICE RATED, ADMINISTRATIVE,
UTILITY VEHICLES, TRUCKS & VANS
BID NO.: 14-22-0904**

We are pleased to announce that the Florida Sheriffs Association and the Florida Association of Counties has successfully conducted its 22nd statewide competitive bid for vehicles which includes police rated, administrative, motorcycles, utility vehicles, trucks & vans. **This contract is effective beginning October 1, 2014 through September 30, 2015, as long as vehicles are available through fleet.**

Bids will be extended and guaranteed to any and all units of local governments and political subdivisions including, but not limited to, county, local county board of public instruction, municipalities and/or police agencies, other local public or public safety agencies or authorities within the State of Florida. In addition, bids will be extended and guaranteed to any other entities approved by manufacturers to participate in this contract.

In order to ensure quality service for our user agencies, we are requesting each of you to notify the Florida Sheriffs Association regarding any problems encountered in working with the awarded dealers. Any issues, including but not limited to, receipt of confirmation of order, delivery problems and communication problems, should be reported to us by e-mail at dterpak@flsheriffs.org. This information will be considered in future bid awards in order to ensure that agencies are receiving the level of service required of dealers who wish to participate in this program.

All interested parties who wish to purchase from this contract may do so by following these simple procedures:

ORDERING INSTRUCTIONS

1. Contact the awarded dealership listed in the zone from which you wish to purchase and advise them of your interest to purchase from **Bid No. 14-22-0904**. They will assist you with the placement of your order and answer any questions you may have regarding the



February 11, 2015

Mr. Richard Tackett
 Duval Motor Company dba Duval Ford
 1616 Cassat Avenue
 Jacksonville, FL 32210

Re: Florida Sheriff's Association Contract No. 14-22-0904, Police Rated, Administrative, Utility Vehicles, Trucks & Vans

Dear Mr. Tackett:

Miami-Dade County, hereinafter referred to as the County, would like to access the above mentioned contract with Duval Motor Company dba Duval Ford (hereinafter referred to as the "Contractor") for the purchase of the two (2) vehicles listed below for the Miami-Dade Aviation Department (MDAD). Prior to issuing a purchase order, the County requires acceptance with regards to the following:

- The Contractor shall provide the following vehicles to the County and will be paid in accordance with the pricing below:

Department	Description	Options	Qty	Unit Price	Total Price (Qty x Unit Price)
MDAD	<u>2016 Ford F-450 Super Cab, Model F4G</u> <u>Options:</u> Limited slip axle Power Equipment Group Extra Heavy Service Suspension Operator Controlled Regeneration Third Key PTO Provision Qualified Ship through Modifier 4 Corner Strobes Whelen Model S2FSA1 Premium Liberty All LED Light Bar Classic Dynamic two body with recessed tail lights, push bumper installed with Tex Deck, no grill guard, clutch pump kit installed, upfit switch panel, fold down light bracket, LED lower work lights, 2 electrical boxes at rear to control all functions, poster cable kit, 4.80 dollies with aluminum axles and brackets installed, 5000 go jacks installed in box, motorcycle attachment, factory installed, paint and undercoat body Interior Color: Steel Exterior Color: Oxford White	Spec #55 X4N 90L 67X 98R SZP 62R 31B31V WVTX WPLB 701BDW	2	\$	\$
GRAND TOTAL					\$

2. SHIPPING TERMS, DELIVERY AND PAYMENT

Prices are F.O.B. Destination and the Contractor shall hold title to the goods until such time as they are delivered to and accepted by Miami-Dade County Internal Services Department. Deliveries are authorized at the following address between the hours of 8:00 A.M. to 2:00 P.M. weekdays. Contact William Thommes at (305) 273-4127, twenty-four (24) hours prior to delivery for all vehicles going to the County:

Miami-Dade County Internal Services Department
Fleet Management Division
New Car Get Ready Facility
6100 SW 87th Avenue
Miami, Florida 33173

In no case shall delivery be later than 120 days from the date that County orders the equipment. 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) All documentation described in the Purchase Order has been received as stipulated therein. The language that will appear in the Purchase Order is:
- c) Application for Certificate of Title and/or Vehicle Registration (HSMV-8040), Certification of Motor Vehicle Sale Tax Exemption (MVC Form DR-41A), Motor Vehicle Dealer Title Reassignment Supplement (DHSMV 82994), Manufacturer's Statement of Origin To A Motor Vehicle and Service Policy shall be made out in the name of:

Miami Dade County, Florida
2225 N.W. 72nd Avenue
Miami, Florida 33122

These documents must be dated to coincide with the delivery of the equipment, send all papers to:

Internal Services Department
Administrative and Business Services Division
Capital Inventory Section
2225 N.W. 72nd Avenue
Miami, Florida 33122

- d) All documents must be properly filled out and completed, signed and notarized by an authorized individual with no strike-overs on any documents. Non-compliance will result in payment delays.

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.

3. METHOD OF PAYMENT: The Contractor shall submit an invoice to Miami-Dade 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 Miami-Dade Water and Sewer Department 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 County Water and Sewer
 Fleet Management Section
 Attn: Calvin Tullis
 3071 SW 38th Avenue
 Miami, Florida 33146
 Email: ctulli@miamidade.gov

OR

Miami-Dade County Aviation Department
 Accounts Payable
 PO Box 526624
 Miami, Florida 33152-6624
 Email: ngarcia@miami-airport.com

- 4. Pursuant to County Ordinance No. 03-2, 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 Tracey Jones at (305) 375-4803.

By: _____
 Name: _____
 Title: _____
 Date: _____
 Attest: _____

Corporate Seal/Notary

Attachment: Affidavit

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

Name of Proposer: _____ FEIN No. _____

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 Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposer who is awarded this 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 Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, 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 recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer 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.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity					Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity					Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

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 department or on-line to the Small Business Development Division of the Internal Services Department at <https://www.research.net/s/mdc-subcontractor-demographics>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

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

Signature of Proposer _____ Print Name _____ Print Title _____ Date _____