

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Re-Bid
 Other

Previous Contract/Project No:
8216-4/12-4

LIVING WAGE APPLIES: ___ YES ___ NO

Requisition/Project No: RQID1300046
options-to-renew

TERM OF CONTRACT: 5 years with n/a one year

Requisition/Project Title: LANDFILL GAS CONTROL SYSTEMS, SERVICES

Description: The services to be provided under this contract include operation, maintenance, regulatory and operational monitoring, regulatory testing and reporting, Landfill Gas system expansion, repair and rehabilitation of the systems as required by federal, state and local air quality permits, or operational needs as requested by the County

User Department(s): Public Works and Waste Management Department

Issuing Department: Internal Services, Procurement Mgmt.

Contact Person: Maria Hevia

Phone: 305-375-5073

Estimated Cost: \$ 2,500,000

Funding Source: Proprietary Funds

ANALYSIS

Commodity/Service No: 988-46, 430-30		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			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

RECOMMENDATIONS

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

Basis of Recommendation: Maintain SBE Bid Preference as current contract

Signed: Maria Hevia

Date to DBD: 1/16/13

Date Returned to DPM: _____

RECEIVED
 DEPT. BUSINESS DIV.
 2013 JAN 15 PM 4:50



BID NO.:

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

LANDFILL GAS CONTROL SYSTEMS, SERVICES

FOR INFORMATION CONTACT:

Maria Hevia, 305-375-5073, MHevia@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: **LANDFILL GAS CONTROL SYSTEMS, SERVICES**

Procurement Officer: Maria Hevia, CPPB

Bids will be accepted until 2:00 p.m. on _____, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

LANDFILL GAS CONTROL SYSTEMS, SERVICES

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

LANDFILL GAS CONTROL SYSTEMS, SERVICES

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR A COUNTY DEPARTMENT

The purpose of this solicitation is to establish a contract for the operation and maintenance services for the South Dade Landfill Gas Control System, North Dade Landfill Gas Control System and other facilities in conjunction with the needs of Miami-Dade County's Public Works and Waste Management Department, on an as needed when needed basis.

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

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 which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.4 METHOD OF AWARD: To a Single Lowest Priced Vendor In The Aggregate

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation, whose offer represents the lowest price when all items are added in the aggregate and who meets the minimum qualifications set forth in this solicitation. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

Minimum Qualifications as follows:

- a. Vendor must submit references with its bid submittal form. The references must be customers to whom the vendor has provided landfill gas control systems and services. Vendor must include the customer's company name, name, title, address, telephone and facsimile number of the contact person. These references shall ascertain to the County's satisfaction that the vendor has sufficient experience. The County, at its sole discretion, may choose to request additional information in order to assess vendor responsibility.
- b. Vendor must submit with the bid submittal form the resume of an Operator/Technician proposed to render the routine services as specified herein, which must have a minimum of three (3) years experience in landfill gas system operation and maintenance. The technician must have an e-mail address and cellular phone for routine correspondence and communication with the County.

Vendor(s) shall submit all the specified information, documents and attachments as proof of compliance to the minimum qualification requirements. The County shall be sole judge of the vendor's conformance with the qualification requirements and its decision shall be final. The County reserves the right to verify the information submitted by the vendor and to request additional information, as it deems necessary to ascertain the vendors' conformance to the minimum qualification requirements.

SECTION 2
SPECIAL CONDITIONS

LANDFILL GAS CONTROL SYSTEMS, SERVICES

2.5 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for a period of one (1) one year after the commencement of the contract. After this period, the vendor may submit a price adjustment to the County based the latest Consumer Price Index (CPI) All Urban Consumers, All Items, Miami/Ft. Lauderdale Area. If the requested increases are subsequently approved, the Internal Services Department, Procurement Management will formalize the increase through the issuance of an Addendum to the Award Sheet prior to the effective date of the price adjustment.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the vendor, and/or to terminate the contract with the vendor based on such price adjustments.

2.6 WALK-THRU TOUR (RECOMMENDED)

Prior to submitting its offer it is advisable that prospective bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The bidder is also advised to examine carefully any drawings and specifications and to become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

A walk-thru tour will be held on, date: _____ at address: _____ at time: _____.

2.6 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Maria Hevia at (305) 375-5073 or via e-mail at Mhevia@miamidade.gov.

2.7 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupations Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 4
BID SUBMITTAL FORM

LANDFILL GAS CONTROL SYSTEMS SERVICES

3.1 INTRODUCTION/BACKGROUND

The Public Works and Waste Management Department is seeking a complete suite of Landfill Gas (LFG) Services, which is necessary to fulfill the requirements of the County's Title V Air Permits, Mandatory Greenhouse Gas Monitoring and related regulations, permits and its contractual obligations to supply LFG as fuel for electric energy production. The services include operation, maintenance, regulatory and operational monitoring, regulatory testing and reporting, LFG system expansion, repair and rehabilitation of the systems as required by federal, state and local air quality permits, or operational needs as requested by the County. The services will be rendered at four specific landfill sites specified below and the may be amended from time to time in order to comply with any changes to the related regulations, rules, and permit requirements or operational needs.

South Dade Landfill – 23707 SW 97th Avenue, Goulds, Florida 33032

The South Dade Landfill (SDLF) has an active LFG system and a flare which is equipped with an auto-dialer to alert the selected vendor's Operator/Technician that a malfunction has occurred. This site has approximately 210 acres of disposal area distributed among five discrete cells (Cells 1-5). Cells 1 through 3 (approximately 110 acres) are closed in accordance with Florida Department of Environmental Protection (FDEP) regulations. Cell 4 (approximately 50 acres) is active and Cell 5 (approximately 50 acres) is under construction. The site may receive both Class I and Class III Municipal Solid Waste (MSW). At this site, LFG is extracted from the waste through a series of approximately 59 vertical wells (Cells 1-3) and 10 wellheads (Cell 4) for the horizontal collectors to which a vacuum is applied. The LFG system also includes condensate collection points that are connected to wells that receive condensate and discharges the condensate into the leachate system. The number of well heads and well types may increase as needed by the County. The vast majority of the piping systems are constructed out of either PVC or HDPE. Extracted LFG is to be directed, in order of priority, 1) to a planned electric generating facility, 2) gas compression station and transmission pipeline to an adjacent County facility, 3) a central flaring station or similar system for destruction or any combination of these. The flare, controls, pumps, compressors, blowers and recording instrumentation are located in a central location while the wells, condensate piping, service air piping and gas collection and transmission piping systems are located on the closed and active areas of the landfill and at adjacent facilities. The site has fourteen (14) gas monitoring probes along its boundary to assess gas migration.

North Dade Landfill – 21400 NW 47th Avenue, Miami, FL 33055

The North Dade Landfill (NDLF) also has an active LFG system and a flare which is equipped with an auto-dialer to alert the selected vendor's Operator/Technician that a malfunction has occurred. NDLF has approximately 200 acres of disposal area distributed among two contiguous, but discrete cells (East Cell and West Cell). The West Cell is closed in accordance with FDEP regulations and the East Cell is active. The site receives Class III MSW. This active gas system extracts LFG from the waste through a series of 136 vertical wells to which a vacuum is applied. The vast majority of the piping systems are constructed out of either PVC or HDPE. Extracted LFG is directed, in order of priority, to: a planned electric generating facility and a central flaring station or similar system for destruction. The site has twelve (12) gas monitoring probes along its boundary to assess gas migration. The flare, controls, pumps, compressors, blowers and recording instrumentation are located in a central location while the wells, condensate piping, service air piping and gas collection and

SECTION 4
BID SUBMITTAL FORM

transmission piping systems are located onsite at both the closed and active areas of the landfill.

NW 58th Street Landfill and Old South Dade Landfill

The NW 58th Street Landfill (58th Street) and Old South Dade Landfill (OSDL) are closed in accordance with FDEP regulations. The 58th Street landfill has a passive LFG system in which LFG vents through passive devices such as standpipes and the landfill cover system. The 58th Street site has seven (7) perimeter gas monitoring probes. OSDL has no passive LFG system, but it does have twenty (20) perimeter gas monitoring probes.

3.2 ROUTINE SERVICES

A. Active Landfill Gas System Operations, Maintenance and Monitoring

The selected vendor shall prepare and submit to County's Project Manager (PM) a site specific Health and Safety Plan for each site prior to commencement of activities under this solicitation. The selected vendor shall also provide all labor, administrative support, transportation, tools, materials (i.e., propane, lubricants, pads, and filters, etc.), and equipment, to perform routine operation, monitoring, calibration, regulatory reporting and preventative maintenance and minor repairs of the following elements collectively referred to as the LFG System:

1. Enclosed flare or similar system and gas moving and monitoring equipment at both the SDLF and NDLF.
2. Gas extraction system (wells, horizontal collectors, well heads, collection piping, extraction blowers, and condensate system).
3. Gas transmission system which includes, but is not limited to, compression station and equipment, piping, meters, monitoring equipment, and other equipment up to the Customer Delivery Point, which is defined as the metering station at the electric generating facilities, and gas extraction systems at both the NDLF and SDLF.
4. Perimeter gas probe and surface monitoring and reporting, as applicable to all sites.

The selected vendor is to provide such services and be onsite at least once per week at both the SDLF and NDLF during the hours of 7:00 AM to 5:30 PM, Monday through Friday, which are considered as part of the Routine Services, unless a different time period is authorized by the County's PM. The selected vendor must file its planned schedule with the County's PM prior to commencement of services rendered under this solicitation. This schedule may be changed from time to time with the prior approval of the County's PM. Additionally; the selected vendor shall be available for routine meetings on-site, via teleconference, or at the County's offices during regular work hours as requested by the County.

Routine activities are listed in the following Table 1 and are considered part of the Routine Service and hence are included in the monthly service fee. These services are to be performed at frequencies stated herein and may be amended from time to time by mutual agreement of the County and the selected vendor in order to conform with permit requirements, customary industry practices, or in response to site specific or regulatory conditions. At the minimum, all equipment is to be maintained in accordance with the manufacturer's recommendations. The selected vendor shall submit to the County monthly service records with the invoices.

SECTION 4
BID SUBMITTAL FORM

Table 1. Routine Services - Active Gas Systems

ACTIVITY	FREQUENCY
Flare/ LFG Distribution System Operation Check	Each Visit
Well field operation check, tuning & balancing including flow, O ₂ , temperature, gas quality and minor maintenance. All above includes condensate collection systems and special related well(s).	Each Visit (Entire Well field Tuning Completed Monthly)
Recorder Chart/Data Loggers	Weekly
Operational data summary reports including flare log, well field log, downtime log, flare outage reports, and related SSM Plan.	Daily, Monthly, Quarterly, Semiannually, and as requested by the PM
Flare Testing	As needed
NSPS & GHG Reporting	Annually
Preventative Maintenance	Table 2
Hurricane Preparations	As needed
Coordination with County staff, County consultants and Regulators	As needed
Surface gas scanning and perimeter probe monitoring and respective reports	Quarterly
Semi-annual Monitoring Reports, Semi-annual Operating Reports	Semi-Annually
Statement of Compliance	Annually
Keeping track of inactive well management	According to inactive well plan.

**SECTION 4
BID SUBMITTAL FORM**

Preventative maintenance is to be performed in accordance with the Table 2 and is considered part of the Routine Service. Table 2 is considered a guide and minimum standard for conducting routine maintenance. The selected vendor is to use its best efforts in performing routine maintenance and repairs to assure reliable, compliant operation of the LFG System. The selected vendor shall maintain reports and logs and shall submit to the County in both electronic and hard copy formats in a timely manner to assure compliance with regulatory deadlines. All data collected is the property of Miami-Dade County. Reports and data shall be submitted to the County's PM in the format, time and manner approved by the County's PM. The reports and data will generally follow the format used by the County when reporting to regulatory agencies. The selected vendor's Operator/Technician shall have an e-mail system and cellular phone for routine correspondence and communication with the County's PM and the auto-dialer alert system. The County will not reimburse the selected vendor for any cell phone or email provider charges, as they are considered part of the monthly fee.

Table 2. LFG System Maintenance Schedule

TASK SCHEDULE	WEEKLY	BI-WEEKLY	MONTHLY	BI-MONTHLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED OR SPECIFIED
CONDENSATE KNOCK OUT POT							
1- CHECK LIQUID LEVEL	Yes						
2- DRAIN KOP						Yes	
3- INSPECT DEMISTER AND CLEAN DEMISTER PAD	Yes					Yes	
4- RETORQUE COVER BOLTS					Yes		
PNEUMATIC HEADER VALVES & SYSTEMS							
1- CHECK SUPPLY PRESSURE	Yes						
2- CHECK VALVE PERFORMANCE					Yes		
3- CHECK SUPPLY LINES FOR LEAKAGE				Yes			
LFG BLOWERS/GAS MOVERS							
1- INSPECT FOUNDATION & CORRECTION DEFICIENCIES					Yes		
2- CHECK CONDITIONS OF ISOLATION PADS					Yes		
3- CHECK BLOWER MOTOR ALIGNMENT					Yes		
4- CHECK PIPING ALIGNMENT					Yes		
5- CHECK BEARING TEMPERATURE	Yes						
6- INSPECT FOR VIBRATION			Yes				
7- RELUBRICATE BEARINGS PER SPECIFICATION			Yes				
8- INSPECT DRIVE BELTS				Yes			
9- CLEAN VENTILATION OPENINGS OF BLOWER MOTOR							Yes
10- RELUBRICATE MOTOR BEARINGS							Yes
11- CHECK WIRE CONDENSATE FROM HOUSING					Yes		
12- DRAIN ANY CONDENSATE FROM HOUSING		Yes					
13- ROTATE BLOWERS EVERY 2000 HOURS							Yes
PIPING OPERATION							
2- RETORQUE ALL FLANGE CONNECTIONS					Yes		
3- CHECK ALL FLANGE GASKETS FOR LEAKAGE					Yes		
4- CHECK RUBBER EXPANSION JOINTS FOR WEAR					Yes		
5- CHECK PIPING ALIGNMENT					Yes		
6- CHECK PRESSURE AND VACUUM	Yes						
7- DRAIN CONDENSATE	Yes						

**SECTION 4
BID SUBMITTAL FORM**

Table 2. LFG System Maintenance Schedule (continued)

TASK SCHEDULE	WEEKLY	BI-WEEKLY	MONTHLY	BI-MONTHLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED OR SPECIFIED
FLAME ARRESTOR							
1- CLEAN INTERNAL BANK							Yes
2- CHECK BACK PRESSURE & CLEAN BANK ASSEMBLY							Yes
PROPANE PILOT SYSTEM							
1- CHECK PROPANE SUPPLY	Yes						
2- CHECK PROPANE SUPPLY PRESSURE	Yes						
3- CLEAN PRESSURE REGULATOR VENT							Yes
4- CHECK ALL CONNECTIONS FOR LEAKS					Yes		
ENCLOSED FLARE ASSEMBLY							
1- CHECK LOUVERS FOR SMOOTH OPERATION				Yes			
2- CHECK LINKAGE CONDITION				Yes			
3- MAINTAIN OIL LEVEL IN LOUVER ACTUATOR							Yes
4- REMOVE AND CLEAN ULTRA VIOLET SCANNER				Yes	Yes		
5- CHECK UV SCANNER FOR PROPER OPERATION				Yes	Yes		
6- INSPECT IGNITER PLUG, LEAD, & CONNECTIONS						Yes	Yes
7- INSPECT CONDITIONS OF TIP					Yes	Yes	
8- INSPECT CONDITION OF INSULATION, PINS, & KEEPERS					Yes	Yes	
9- ALIGN AND RETORQUE FOUNDATION BOLTS					Yes	Yes	
10- CHECK ELECTRICAL ENCLOSURE FOR MOISTURE				Yes		Yes	
11- TIGHTEN WIRE TERMINALS						Yes	
12- TIGHTEN CONDUIT CONNECTIONS						Yes	
13- CHECK WIRE CONNECTIONS FOR CORROSION						Yes	
14- CHECK PAINT & TOUCH-UP/REPAINT							Yes
15- CHECK THERMOCOUPLE ELEMENTS					Yes		
16- CHECK PRESSURE, VACUUM & TEMP, GAUGES				Yes			
FLARE CONTROL PANEL							
1- CLEAN & MAINTAIN INSTRUMENTS PER SPECIFICATIONS					Yes		
2- REPLACE RECORDER CHART	Yes						
3- CHECK ENCLOSURE FOR MOISTURE	Yes						
4- CHECK WIRE CONNECTIONS FOR CORROSION & CONNECTION INTEGRITY							
5- CHECK PANEL LIGHT BULBS		Yes					
6- CHECK EMERGENCY SHUTDOWN		Yes					
LADDER & PLATFORM							
1- MAKE SURE LADDERS ARE ALIGNED & STRUCTURALLY SOUND				Yes			
NEEDED				Yes			
CONTROL BUILDING							
1- CHANGE AC FILTER			Yes				
2- INSPECT AND CLEAN EVAPORATOR & CONDENSER			Yes				

SECTION 4
BID SUBMITTAL FORM

B. Routine Gas Monitoring Services

Perimeter Gas Probe Monitoring and Surface Gas Monitoring, including any re-sampling, and reporting are considered part of the Routine Service and hence are included in the monthly service fee. Reporting shall be in a form acceptable to the regulatory agencies and the County's PM. The monitoring can occur at frequencies varying from monthly to annually, at the discretion of the County's PM. The selected vendor shall prepare all report(s) necessary to fulfill the regulatory requirements or as may be requested by the County's PM or permit requirements.

1. Perimeter Gas Probe Monitoring:

The selected vendor is to provide all services labor and equipment to perform Perimeter Gas Probe Monitoring and reporting at all landfill sites specified above, using equipment prescribed by FDEP and the United States Environmental Protection Agency (USEPA) or other regulatory agency for such monitoring. The selected vendor shall also maintain and repair perimeter probes under this solicitation.

2. Surface Gas Monitoring:

The selected vendor is to provide all services, labor and equipment to perform surface gas monitoring and reporting at the SDLF and NDLF using equipment and procedure prescribed by FDEP and USEPA for such monitoring. An episode is defined as a surface scan of the entire site at locations and frequencies defined in the regulations and performed to the satisfaction of the County's PM.

C. Call-In Work

The flares at SDLF and NDLF are equipped with an auto-dialer in the event of a malfunction and that the flares do not automatically restart. Call-In Work is considered part of the Routine Service and hence is included in the monthly service fee. The selected vendor shall respond within the next business day, and shall not exceed five calendar days after being contacted by the flare's auto-dialer or by the County's PM. The selected vendor is required to mobilize to the site to diagnose and repair a problem and restart the flare 365 days of the year, including weekends and holidays. Travel time to and from the site(s) in response to a notification by the auto-dialer or County's PM is not compensable as Call-In Work. The selected vendor shall provide written notification to the County's PM of the cause, duration, and corrective action taken, including certification of no uncontrolled release of landfill gas and immediately update the Start Up/Shutdown Malfunction logs and forms within forty-eight (48) hours of responding to the notification by the flare's auto-dialer or by the County's PM.

D. Greenhouse Gas Services

The selected vendor shall perform the monitoring and prepare and submit digital and hardcopy annual reports for NDLF, SDLF, and 58th Street landfill sites, to USEPA, in their required format and in accordance with the Mandatory Greenhouse Gas (GHG)

SECTION 4
BID SUBMITTAL FORM

Reporting Rule, 40 Code of Federal Regulation (CFR), Part 98, Subparts A and HH. The annual reports, at a minimum, shall include the following information:

1. Annual GHG emissions for all applicable source categories (40 CFR, Part 98, Subpart HH), expressed in metric tons of carbon dioxide equivalents (CO₂e).
2. If applicable, report CH₄ destruction resulting from landfill gas collection and combustion systems.
3. If applicable, report the emissions of CO₂, CH₄, and N₂O from each stationary combustion unit following the requirements of Subpart C, General Stationary Fuel Combustion Sources.
4. Calculate annual modeled CH₄ generation in accordance to the applicable requirements stipulated in 40 CFR 98.343, Calculating GHG Emissions (Equation HH-1). Provide the values used to calculate the annual modeled CH₄ generation.
5. Provide classification of the landfill as "open" (actively received waste in the reporting year) or "closed" (no longer receiving waste), the year in which the landfill first started accepting waste for disposal, the last year the landfill accepted waste (for open landfills, enter the estimated year of landfill closure), the capacity (in metric tons) of the landfill, an indication of whether leachate recirculation is used during the reporting year.
6. Method used for estimating the reporting year and historical waste disposal quantities and the range of years it is applied.
7. Surface area of the landfill containing waste (in square meters), identification of the type of cover material used (as either organic cover, clay cover, sand cover, or other soil mixtures).
8. Retain all records including the calibration records for all monitoring equipment, including the method or manufacturer's specification used for calibration.

The GHG services are considered part of the Routine Service and hence are included in the monthly service fee.

3.3 NON-ROUTINE MISCELLANEOUS REPAIRS, REPLACEMENT AND MAINTENANCE

The landfill operating permits require continuous, compliant operation of the LFG System. These services cover those repairs or work necessary to assure a rapid return to operation of the LFG System after a failure that results from an uncontrollable event such as a lightning strike, or load settlement, which are non-periodic and infrequent repairs; or work such as the rebuilding of a flare's blower, re-drilling a well, extending a well, extending a pipe lateral or a transmission pipe header; or other miscellaneous repairs or maintenance or expansion of existing LFG system necessary for continuous compliant operation, such as installing a new well or collector, wellhead or other activities.

These services are non-routine and are not considered part of routine service outlined in Tables 1 and 2. A Price Schedule for these Non-Routine Miscellaneous Repairs, Replacement and Maintenance has been included and all Work shall be inclusive of all labor and materials including evaluation, assessment, supply, and performance testing.

In situations where the selected vendor may be required to provide other related services or miscellaneous materials not specified in the Price Schedule, including equipment rental and subcontractors to fulfill the requirements stipulated herein, a formal written scope of work and price shall be developed and submitted by the selected vendor for review and approval

SECTION 4
BID SUBMITTAL FORM

by the County's PM. The hourly rates for these services shall not exceed those stipulated in the Price Schedule.

Reimbursement for use of company owned equipment will be considered on a case-by-case basis. The selected vendor shall provide a pricing schedule associated with this type of equipment to the County's PM and be agreed upon by the County's PM in writing, prior to use in the field. **The County will not reimburse the selected vendor for any additional costs of any kind.**

3.4 OPTIONAL SERVICES

At the County's sole discretion, the selected vendor may be required to perform any of the following optional services, which may be required to address compliance, design or construction issues as may be needed or required by regulatory agencies:

1. Attend meetings with regulatory agencies, public or county consultants and engineers
2. Perform special studies or conduct special testing or monitoring
3. Adding new sites or additional work areas in existing facilities

The selected vendor shall provide a formal written scope of work and price to be submitted for review and approval by the County's PM. The hourly rates for these services shall not exceed those stipulated in the Price Schedule.

3.5 FAILURE TO COMPLY WITH PERMIT REQUIREMENTS

The selected vendor shall assure compliance all permit conditions and regulatory requirements stipulated in the County's Title V Air Permits. The selected vendor shall pay for all penalties or fines imposed on the County as a consequence of the selected vendor's failure to meet any and all reporting, record keeping, documentation of system malfunctions or outages, performing timely repairs or maintenance, meeting established deadlines and any other requisites as detailed by the County's Title V Air Permits.

**SECTION 4
BID SUBMITTAL FORM**

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **MH** ISD/PM Date Issued: This Bid Submittal Consists of Pages 11 through 16

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
LANDFILL GAS CONTROL SYSTEMS, SERVICES

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 988-46, 430-30	
Procurement Contracting Officer: Maria Hevia, CPPB	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

**SECTION 4
BID SUBMITTAL FOR:
LANDFILL GAS CONTROL SYSTEMS, SERVICES**

FIRM NAME: _____

We propose to furnish all labor, materials, tools, equipment, transportation, licenses and incidentals necessary to conduct routine services, maintenance and monitoring services to Landfill Gas System Operations all in accordance with bid specifications (Section 3, paragraph 3.2).

Item #	Location	Monthly Fee
1.	South Dade Landfill (Tasks A, B1 & 2, C, & D)	\$
2.	North Dade Landfill (Tasks A, B1 & 2, C, & D)	\$
3.	Old South Dade Landfill (Task B1)	\$
4.	N.W. 58 th Street Landfill (Tasks B1 & D)	\$

We propose to furnish all labor, materials, tools, equipment, transportation, licenses and incidentals necessary to conduct non-routine, miscellaneous repair, expansion, replacement and maintenance to Landfill Gas System Operations all in accordance with bid specifications (Section 3, paragraph 3.3).

Tasks	Description	Estimated Quantity For The Term of The Contract	Unit	Unit Price
1.	Vertical Well Extension (PVC)	500	L.F.	
2	Vertical Well Extension (HDPE)	1,000	L.F.	
3	Various Sizes Expansion Joints	125	Each	
4	Perimeter Gas Well/Probe Installed (2" x 10 Ft)	10	Each	
5	10" PVC (Sch. 40) Aboveground Header	2,500	L.F.	
6	6" PVC (Sch. 80) Aboveground Lateral	1,000	L.F.	
7	3" PVC (Sch. 40) Aboveground Lateral	500	L.F.	
8	2" PVC (Sch. 40) Aboveground Lateral	500	L.F.	
9	12" HDPE (SDR 17) Aboveground Lateral	3,000	L.F.	
10	10" HDPE (SDR 17) Aboveground Lateral	500	L.F.	
11	8" HDPE (SDR 17) Aboveground Lateral	2,000	L.F.	
12	6" HDPE (SDR 17) Aboveground Lateral	2,000	L.F.	
13	4" HDPE (SDR 17) Aboveground Lateral	1,000	L.F.	
14	6" PVC (Sch. 80) Below Ground Lateral	1,000	L.F.	
15	3" PVC (Sch. 40) Below Ground Lateral	1,000	L.F.	
16	2" PVC (Sch. 40) Below Ground Lateral	1,000	L.F.	
17	6" HDPE (SDR 17) Below Ground Lateral	1,000	L.F.	
18	4" HDPE (SDR 17) Below Ground Lateral	1,000	L.F.	
19	Over excavation (greater than 4' below surface)	1,000	L.F.	
20	Gas extraction well installation	1,000	L.F.	
21	8" Horizontal collector installation	4,000	L.F.	

**SECTION 4
 BID SUBMITTAL FOR:
 LANDFILL GAS CONTROL SYSTEMS, SERVICES**

FIRM NAME: _____

We propose to furnish all labor, materials, tools, equipment, transportation, licenses and incidentals necessary to conduct optional services to Landfill Gas System Operations all in accordance with bid specifications (Section 3, paragraph 3.5).

Item #	Estimated Hours For The Term of The Contract (5 Years)	Description	Hourly Rate
1.	120	Regulatory & Miscellaneous Meetings (Project Manager, Professional Engineer)	\$
2.	200	Landfill Gas Technician (Miscellaneous Tasks)	\$
3.	2,000	Project Foreman	\$
4.	1,500	Heavy Equipment Operator	\$
5.	5,000	Construction Laborer	\$

SECTION 4
BID SUBMITTAL FOR:
LANDFILL GAS CONTROL SYSTEMS, SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



BID SUBMITTAL FORM

LANDFILL GAS CONTROL SYSTEMS, SERVICES

Bid Title: LANDFILL GAS CONTROL SYSTEMS, SERVICES

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.



BID SUBMITTAL FORM

LANDFILL GAS CONTROL SYSTEMS, SERVICES

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise 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 bid submission 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.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. _/ - _/ / / / / / /

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS

Walters, Vivian (RER)

From: Hevia, Maria (ISD)
Sent: Tuesday, January 15, 2013 4:20 PM
To: Walters, Vivian (RER)
Subject: New Project for Review
Attachments: ITB Draft 12-14).docx; Contract Project Measure Analysis.doc

Good afternoon Vivian,

Attached please find a draft of a new contract for your review.

Please feel free to contact me should you have any questions.

Regards,

*Maria Hevia
Procurement Contracting Officer I
Miami-Dade County
Internal Services Department
111 N.W. First Street, Suite 1300 Miami, FL 33128
Telephone: 305-375-5073; Fax: 305-375-4407
E-mail: Mhevia@MiamiDade.gov
Visit our Website at www.miamidade.gov/dpm*