

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

<input type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No.
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<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>
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LIVING WAGE APPLIES: YES X NO

Project No: EVN0000394

Term of Contract: 1 Years

Project Title: Hazardous Materials State Certification Course

Requisition Number: RQID2100474

Description: The purpose of this solicitation is to establish a contract for two (2) Hazardous Materials State Certification classes for Miami-Dade County Fire Rescue Department.

User Department(s): Fire

Issuing Department: Strategic Procurement

Contact Person: Kiara Moyer Lee

Phone: 305-375-2356

Estimated Value: \$70,000

Funding Source: General/Federal

Revenue Generating: No

ANALYSIS

Commodity/Service No: 92440 and 92425			
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <u> X </u> if this is a New Contract/Purchase with no Previous History </div>			
<u>PREVIOUS CONTRACT</u>		<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Estimated Value To Date:			
Comments:			
Continued on another page (s): <u> </u> Yes <u> X </u> No			

RECOMMENDATION: No Measures

Basis of Recommendation: As this is a federally funded no measures are being requested.

Signed: *Kiara L. Moyer Lee*

Date to SBD: 1/20/2023

SECTION 2**SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for two Hazardous Materials (Haz-Mat) State Certification courses for Miami-Dade County Fire Rescue Department (MDFR). The Haz-Mat certification courses are intended to prepare service personnel with the tools to assist in being qualified for state certification testing following guidelines set by the National Fire Protection Association (NFPA), NFPA 1072 and NFPA 472.

2.2 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 Purchase Order (PO) issued by MDFR and shall remain in effect for a one-year period.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible bidder. Awarded Bidder may be deemed in default if the Awarded Bidder fails to deliver the service(s) in a timely manner, or the course(s) provided do not meet the Scope of Services. The County shall have the right to negotiate with the next lowest responsive, responsible Bidder.

2.4 SUBMITTAL REQUIREMENTS

Bidder shall comply with each requirement below. Failure to meet any sub-section may result in the bidder being deemed non-responsive.

- A.** Bidder or Bidder's Subcontractor(s) shall be regularly engaged in the business of providing training courses and/or certifications to be considered for award. Bidder or Bidder's Subcontractor(s) shall provide two (2) client references from different entities demonstrating that they have successfully certified Hazardous Materials Technicians within the last 5 years. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21.

The reference shall include the customer's company name, the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

- B.** Bidder(s) shall provide the contact information for the main point of contact that will be assigned to this project. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.

Bidder shall submit with their bid all the specified information, documents, and attachments as proof of compliance to the requirements above; however, Miami-Dade County may, at its sole discretion, will allow the Bidder to complete or supplement the required information/documents during the evaluation process. Failure to provide proof of compliance to the requirements, as specified by the County, may result in the Bidder not

being recommended for award. The County shall be the sole judge of the Bidder's conformance with the requirements and its decision shall be final.

2.5 PRICES

Prices shall remain fixed and firm during the term of the contract. **Bid prices shall be inclusive of all costs, charges, and fees in providing the services and materials. Additional charges of any kind added to the invoice submitted by the Awarded Bidder are prohibited.**

2.6 INSURANCE

The following clause replaces the insurance requirements listed in Section 1, General Terms and Condition, Paragraph 1.22A:

The Bidder shall furnish to Miami-Dade County, Strategic Procurement Department at 111 N.W 1st Street, Miami, FL 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the additional requirements as outlined below:

- A. **Worker's Compensation Insurance** for all employees of the Contractor as required by Florida Statute 440.
- B. **Commercial General Liability Insurance** in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude coverage for Products and Completed Operations. **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 \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- D. **Professional Liability Insurance** in an amount not less than \$1,000,000 per claim.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128

2.7 SERVICES PURCHASED USING FEDERAL FUNDS

The following clauses within Section 1, General Terms and Conditions do not apply when services are purchased using federal funds:

- Paragraph 1.11 – Local Preferences
- Paragraph 1.29 – Office of the Inspector General Fee
- Paragraph 1.37 – County User Access Program-UAP
- Paragraph 1.45 – Small Business Contract Measures
- Paragraph 1.46 – Local Certified Veteran’s Business Enterprise Preference
- Paragraph 1.49 – First Source Hiring Referral Program (“FSHRP”).
- Exempt from any local, locally headquartered and small business preferences and/or measures.
- Exempt from Small Business Enterprise payment terms distinction.
- Exempt from the Inspector General Fee.
- Exempt from the User Access Program Fee

SECTION 3**SCOPE OF WORK****3.1 SCOPE OF WORK**

Miami Dade Fire Rescue (MDFR) is required to receive State-certified Hazardous Materials (Haz-Mat) training. Each course shall be a four-week intensive program designed to train and prepare approximately 24 fire service personnel to respond to both the accidental and intentional release of hazardous materials or the intentional release of weapons of mass destruction into a highly populated area.

3.2 SPECIFICATIONS

The courses shall cover a multitude of topics that shall be considered when responding to the release of hazardous materials. The first course shall consist of two weeks of training with a two-week break followed by the remaining two weeks of training. Once the first course is completed, the second four-week course will follow in the same format as the first. The scheduling between courses will be approximately a month.

Each course shall be 160 hours of instructor-led trainings, consisting of both lecture and hands-on training to reinforce knowledge and retention. Awarded Bidder shall provide all training materials to be used in the administration of each course. The State Emergency Response Commission (SERC) Haz-Mat Technician Training Guidelines and the SERC Haz-Mat Technician Task Book must be included in the course curriculum. Some focus areas will include risk and threat analysis found on scene, chemical and physical properties of hazardous materials, Personal Protective Equipment (PPE) selection based on hazards and risk, atmospheric detection equipment, and tactical procedures for mitigation control. The course curriculum shall include, but not be limited to, these topics.

Awarded Bidder shall evaluate participants through written examinations and performance objectives to gauge mastery. Participants must pass the state 100-question examination with a grade of at least 70.

All hazardous training materials shall be removed by the Awarded Bidder upon completion of each course. Awarded Bidder shall make every effort to avoid damage to County property. Awarded Bidder shall be solely financially responsible for any damages caused by the Awarded Bidder's personnel during the administration of these courses.

SECTION 4
BID SUBMITTAL

	TO BE COMPLETED BY ALL BIDDERS	
	Refer to Paragraph 2.4 to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.	
Paragraph Reference	Bidder Requirements	
24.A.	<p>Bidder or Bidder's Subcontractor(s) shall be regularly engaged in the business of providing training courses and/or certifications to be considered for award. Bidder or Bidder's Subcontractor(s) shall provide two different references demonstrating that they have successfully certified Hazardous Materials Technicians within the last 5 years. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The reference shall include the customer's company name, the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p>Reference Company Name No. 1: _____ Is reference for the Bidder, Subcontractor, or key personnel: _____ If Subcontractor, then identify the name of the Subcontractor: _____ If key personnel, then identify the name of the key personnel: _____</p> <p>Contact's name: _____ Title: _____ Address: _____ Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: _____ Is reference for the Bidder, Subcontractor, or key personnel: _____ If Subcontractor, then identify the name of the Subcontractor: _____ If key personnel, then identify the name of the key personnel: _____</p> <p>Contact's name: _____ Title: _____ Address: _____ Phone Number: _____ Email: _____</p>	

2.4.B.	<p>Bidder(s) shall provide the contact information for the main point of contact that will be assigned to this project. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>	
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