

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. RTQ-01327

Contract

Re-Bid Other – LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: EVN0000476 TERM OF CONTRACT YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: CCTV Camera Equipment /Maintenance /Repair Services Pre-Qualification

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Suppliers/Vendors (Pool) that will be used to solicit equipment, parts, maintenance, training, software, software support, inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment for Miami-Dade County (County). Placement in the Pool is not a contract between the County and the Supplier/Vendor, but an acknowledgement that the Supplier/Vendor meets the qualifications as outlined throughout this RTQ. Supplier/Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

Issuing Department: SPD Contact Person: Martha Garofolo Phone: 305-375-4265

Estimate Cost/Value: \$2,934,250.00 GENERAL FEDERAL OTHER

Funding Source: GENERAL FEDERAL OTHER

****DTPW Operating No CITT and Proprietary Funds**

ANALYSIS

<u>Commodity Codes:</u>	<u>65539</u>	<u>65535</u>			
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:					
Small Business Enterprise:					
Contract Value:					
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: <u>Martha Garofolo</u>	Date sent to SBD: <u>4/21/23</u>
	Date returned to SPD: <u></u>

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Suppliers/Vendors (Pool) that will be used to solicit equipment, parts, maintenance, training, software, software support, inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment for Miami-Dade County (County). Placement in the Pool is not a contract between the County and the Supplier/Vendor, but an acknowledgement that the Supplier/Vendor meets the qualifications as outlined throughout this RTQ. Supplier/Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Closed Circuit Television (CCTV) Camera Equipment – Shall refer to devices used in an industrial environment to inspect and take pictures of the insides of pipes utilized to detect possible leaks.

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Suppliers/Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Strategic Procurement Department, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

Supplier/Vendor – Shall refer to a business entity/individual responding to this RTQ.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Strategic Procurement Department, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Pool shall expire on the last day of the last month of the five-year term.

2.4 QUALIFICATION CRITERIA

Supplier/Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

Group 1: Purchase of Equipment, Software, Parts, and Accessories

Group 2: Technical Support, Training, Maintenance & Repair Services

Supplier/Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Closed Circuit Television (CCTV) Camera Equipment – Shall refer to devices used in an industrial environment to inspect and take pictures of the insides of pipes utilized to detect possible leaks.

1. Supplier/Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Closed Circuit Television (CCTV) Camera Equipment. In lieu of the references from the Supplier/Vendor or Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing Closed Circuit Television (CCTV) Camera Equipment.

A. Group 1 Purchase of Equipment, Software, Parts and Accessories

This group is for purchase of camera equipment/devices, software, software support, parts, and accessories.

1. Vendor(s) shall be the Original Equipment Manufacturer (OEM), distributor or reseller of the brand being offered. Vendor(s) shall provide proof of the OEM brands proposed, designating the Vendor as the OEM, distributor or reseller. Proof may be provided in any of the following forms:
 - A. A signed letter indicating that the Vendor is the OEM of the brand proposed.
 - B. A signed letter of authorization from the OEM dated within one (1) year of the submittal designating the Vendor as a distributor.
 - C. Indication on the manufacturer's website listing the Vendor as a distributor.
 - D. Executed agreements between the Vendor and the manufacturer to sell the brands listed in the submittal.
 - E. Authorization from the manufacturer to the distributor in any of the manners stated in items B-D and authorization from the distributor to the reseller.

B. Group 2 Technical Support, Training, Maintenance & Repair Services

This group is for purchase of technical support, training, maintenance and repair services for CCTV.

1. Vendor(s) shall provide documentation indicating that the Vendor is authorized by the manufacturer to provide technical support, maintenance and repair service(s) for the brands indicated in Section 3.1.
2. Vendor(s) shall provide signed reference letters from customers for whom the Vendor has provided maintenance, repairs and technical support within the past two (2) years. All references must include the customer's company name, email address, telephone number and detailed description of services provided.

Supplier/Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Suppliers/Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Suppliers/Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Suppliers/Vendors as it deems necessary, and in its best interest.

2.5 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 SPOT MARKET COMPETITION

Suppliers/Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Supplier/Vendor shall be capable of providing equipment, parts, maintenance, training, software, software support inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment for multiple County departments, on an "as needed basis." Supplier/Vendor shall furnish all supplies, materials, tools, equipment, labor, personnel, supervision, and all other direct and indirect costs necessary to provide such services.

3.2 GROUP 1 PURCHASE OF EQUIPMENT, SOFTWARE, PARTS AND ACCESSORIES

Supplier/Vendor provide parts and accessories for the following Brands currently in use by the County:

- Cues Co.
- Envirosight LLC
- Pearpoint Inc.
- Logiball Inc.
- Deep Trekker, Inc.

3.3 GROUP 2 TECHNICAL SUPPORT, TRAINING, MAINTENANCE & REPAIR SERVICES

Supplier/Vendor shall provide technical support, training, maintenance and repair services for the following Brands:

- Cues Co.
- Envirosight LLC
- Pearpoint Inc.
- Logiball Inc.
- Deep Trekker, Inc.

All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager

3.4 SERVICE REQUIREMENTS

1. Supplier/Vendor) shall be responsible for providing full service, factory authorized maintenance for the Brands of equipment identified in the solicitation.
2. When providing maintenance, Supplier/Vendor shall inspect, and repair equipment in accordance with the manufacturer's recommendations as contained in the Operations and Maintenance manuals generally available from the OEM.
3. Supplier/Vendor shall be responsible for providing training and retraining on the use of the IP or CCTV when necessary.

3.5 MAINTENANCE AND REPAIR

Supplier/Vendor shall be able to provide the following services:

- Inspect, test, check, clean, and make minor adjustments of system for optimal performance
- Check history of IP or CCTV system since last maintenance visit

- Diagnose any potential system issues, and make recommendations for repair or alterations
- Check each camera for any viewing issues. This shall include but not limited to: outages, out of focus cameras, out of home position cameras, obstructed view by dirty or damaged lenses or housing windows
- Visually inspect, and test, all major security components including cabling and connections where accessible for signs of deterioration or damage
- Check all control equipment (servers, workstations) for proper operation. This shall include a health alert status on the hard drives and storage utilization
- Check and clean camera lenses and housing. The cleaning shall include wiping the dome and/or camera housing internally and externally. Deteriorating weather seals and latches shall be cleaned or replaced as necessary
- Check lenses for correct field of view and correct focusing
- Inspect brackets, bolts, housings, and associated fittings for signs of corrosion or damage
- Repair minor faults
- Check recording and playback quality. This shall include but not limited to, changing camera settings or server settings for the best quality for optimization and system performance
- Provide a report after every inspection based on findings of the inspection to the agency
- Provide a current status of the IP or CCTV system, and recommendation for new equipment and technology for improvement for the IP or CCTV system

3.6 **INSTALLATION AND REPAIR STANDARDS**

Installations and repairs shall be performed in accordance with the following codes:

- National Electric Code (NEC)
- Florida Building Code
- State Requirements for Educational Facilities (SREF)

3.7 **TRAINING**

Supplier/Vendor shall be responsible for the following in-house training:

- Ensure County employees properly operate the equipment installed
- Provide safety tools to prevent injuries of County employees when operating equipment
- Provide desired level of service based on County's normal standards of operation

3.8 **SYSTEM TESTING**

Should the County require on site services, (upon completion of all repairs, calibration, system start up and checkout procedures, and while the systems are in a "normal operating" condition), the Vendor and authorized County staff shall jointly demonstrate system performance to determine that the equipment operates properly and is acceptable. If control system loop checks are required, proper operation of the system loop shall be verified by operating all devices in the loop. Any failures shall be deemed as not meeting OEM requirements and shall require retesting and return of the equipment to the Vendor for further evaluation.

3.9 DATA CONFIDENTIALITY

All financial, statistical, personnel and technical data supplied by the County to the Vendor(s) are confidential. All Vendor(s) are required to use reasonable care to protect the confidentiality of such data. Any use, transfer, sale or offering of this data in any form by the Vendor(s), or any individual or entity in the Vendor's charge or employ, will be considered a violation of this Pool and may result in termination and the Vendor's suspension or debarment from County pools. In addition, such conduct may be reported to the County's Inspector General for possible criminal prosecution.

3.10 SECURITY

All personnel provided by Vendor(s) working on-site at any County facility must be current employees and have photo identification prominently displayed at all times. The photo identification must contain the employee's full name, the firm's official logo or name and an employee identification number.

3.11 REGULATORY REPORTING SERVICES

Vendor(s) shall prepare, sign as the authorized, certified, and licensed (OEM) service provider, all reports and forms required by any regulatory agency. Complete and accurate records of all tests and results of such tests shall be maintained by the Vendor or manufacturer and provided to the authorized County representative

3.12 CLEAN-UP

Vendor(s) shall be responsible for the proper disposal of all debris resulting from the onsite installation or repairs of equipment. Vendors shall maintain a clean and safe work area at all times. If applicable, all work equipment and tools shall be stored in an area designated by the County when not in use.

DRAFT

SECTION 4
SUBMITTAL FORM

VENDOR: _____

QUALIFICATION CRITERIA
TO BE COMPLETED BY ALL VENDORS

Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.

Group 1: Purchase of Equipment, Software, Parts, and Accessories
Group 2: Technical Support, Training, Maintenance & Repair Services

Reference Section	Requirements for Group 1: Purchase of Equipment, Software, Parts, and Accessories Group 2: Technical Support, Training, Maintenance & Repair Services	Copy Attached
2.4	<p>Supplier/Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Closed Circuit Television (CCTV) Camera Equipment. In lieu of the references from the Supplier/Vendor or Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing Closed Circuit Television (CCTV) Camera Equipment.</p> <p>Reference Number 1: Customer's Company Name: _____ Is reference for the Vendor a Subcontractor or key personnel?: _____ If Subcontractor, then identify the name of the Subcontractor: _____ If key personnel, then identify the name of the key personnel: _____ and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 1." Name and Title: _____ Address: _____ City and State _____ Email Address: _____ Telephone Number: _____ Type of Services Performed: _____</p> <p>Reference Number 2: Customer's Company Name: _____ Is reference for the Vendor a Subcontractor or key personnel?: _____ If Subcontractor, then identify the name of the Subcontractor: _____ If key personnel, then identify the name of the key personnel: _____ and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 1." Name and Title: _____ Address: _____ City and State _____ Email Address: _____ Telephone Number: _____</p>	<input type="checkbox"/>

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	<p>For Informational Purpose Only: Indicate if you currently hold a current Certificate of Calibration, it shall be traceable to the National Institute of Standards and Technology (NIST) or other recognized and approved standards to include, but is not limited to, the American National Standards Institute (ANSI), the American Association for Laboratory Accreditation (A2LA), and the International Engineering Consortium (IEC).</p> <p style="text-align: center;">Yes <input type="radio"/> No <input type="radio"/></p>																									