

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00951

Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: EVN0000565
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Furniture Installation and Related Services

Description: Furniture Installation and Related Services including removal, relocation, delivery, installation, repairs and reconfigurations of furniture, airport terminal seating and system furniture for the Miami-Dade Aviation Department on an as needed basis.

Issuing Department: Strategic Procuremen
 Contact Person: Heylicken Espinoza
 Phone: 305-375-3026

Estimate Cost/Value: \$1,500,000
 GENERAL FEDERAL OTHER

Funding Source:
Prop. Revenue

ANALYSIS

Commodity Codes:	93145	96256			
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:	Office Elite Services, Inc.				
Small Business Enterprise:	N/A				
Contract Value:	\$1,000,000				
Comments:					

Continued on another page (s):
 YES
 NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed:
 Date sent to SBD:

	Date returned to SPD:	
--	-----------------------	--

Rev. 072518

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for Furniture Services including removal, relocation, delivery, installation, repairs and reconfiguration of furniture and System Furniture for the Miami-Dade Aviation Department in conjunction with the County's needs on an as needed basis.

2.2 TERM OF CONTRACT

This Contract shall commence on October 1, 2024, or 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 issued by the County. The Contract shall expire on the last day of the sixtieth (60th) month.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder when all items are added in the aggregate. The aggregate total shall be determined by multiplying the hourly rate by the estimated annual hourly quantity for each job classification. If a Bidder fails to submit an hourly rate for each job classification listed in this solicitation, its overall offer may be rejected.

2.4 QUALIFICATION CRITERIA

Bidders must meet the following requirements to be considered for award:

2.4.1 Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing system furniture services as described throughout this solicitation to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) ***different*** references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing system furniture services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder/key personnel/Subcontractor has successfully provided the goods/services (Section 4: Bid Submittal – Required Criteria). 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 goods/services.

2.4.2 **Powered Industrial Lift Truck Operator (Forklift) Certification:** Bidder(s) must have at least two employees certified to operate a forklift in order to accept deliveries of furniture at Miami-Dade County facilities. As evidence, bidder(s) are to provide a copy of the name(s) of their employee(s) and their certification from the Occupational Safety and Health Administration (OSHA).

2.4.3 Bidder(s) shall submit the name of a company representative, along with contact information. This shall be the individual in the organization who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract, to provide the County with support and information. The company representative shall be able to communicate with the County and shall have full authority to act on behalf of

Commented [VN(1): Let's just say the offer might be rejected, and if we do in fact receive a partial offer- we will deal with it later, meaning decide on which grounds the offer will be rejected, most likely it would be non-responsive, but we don't have to specify it here.

the Bidder on all matters related to the resultant contract. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.

2.5 PRICING

The initial contract prices resultant from this solicitation shall remain firm and fixed for no less than twelve (12) months from the effective date of the Contract. It is the awarded Bidder's responsibility to request any price adjustment. The awarded Bidder's request for adjustment must be submitted to the County's Strategic Procurement Department for review no less than 90 days prior to expiration of the current contract year. The County may consider a price adjustment based on the Latest Consumer Price (CPI) Table 7 All Items, Wage Earners and Clerical Workers in the Miami/Fort Lauderdale Area, as calculated and published by the Bureau of Labor Statistics of the United States Department of Labor. This adjustment request should not be in excess of the relevant pricing index change and shall not exceed 5%

If no adjustment request is received from the awarded Bidder, the County will assume that the awarded Bidder has agreed that the next 12-month period will be without any upward price adjustment. The County reserves the right to negotiate lower pricing based on the market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the next 12-month period based on the downward movement of the appropriate index.

2.5.1 Hourly Rate

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. The Bidder's firm fixed prices requested in this solicitation and submitted by a Bidder, include any costs for travel, shipping, and miscellaneous expenses. No additional costs will be accepted by the County.

The Bidder(s) shall provide pricing for labor provided during normal business hours (defined as from 8:00 AM to 5:00 PM, Monday through Friday, exclusive of observed County holidays and weekends) and after business hours (defined as from 5:01 PM to 7:59 AM, Monday through Friday, observed County holidays and weekends).

Hourly labor rates shall not cover the time spent traveling to and from the work site prior to the beginning of and after the close of the workday.

2.6 ADDITIONAL ITEMS/SERVICES

If additional items/services similar in nature are required, price quotes shall be obtained from the awarded Bidder. If the County determines that the price submitted by the Bidder is not competitive, the County reserves the right to acquire the services through a separate solicitation.

2.7 INSURANCE REQUIREMENTS

This section supersedes Section 1, Paragraph 1.22, A, **2, and 3**, as outlined below:

2. Commercial General Liability Insurance on a comprehensive basis, in an amount not less than **\$1,000,000 per occurrence**. Miami-Dade County must be shown as an additional insured with respect to this coverage.

Commented [VN(2)]: Isn't this repetitive of the 1st paragraph?

Commented [EH(3)]: Pending input from Risk Management.

3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than **\$500,000*** combined single limit per occurrence for bodily injury and property damage.

***Under no circumstances are Vendors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized.**

2.8 METHOD OF PAYMENT

Awarded Bidder shall submit invoices and any associated back-up documentation electronically or in hard copy format to the County as follows:

Miami-Dade County Aviation Department
PO Box 526624
Miami, FL 33152-6624
Attention: Accounts Payable
OR
Email to: payables@miami-airport.com

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

Refer to Section 1. General Terms and Conditions, Paragraph 1.36, Invoices, for further requirements

2.9 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within five (5) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor in writing that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the vendor for default.

2.10 ADDITIONAL SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION DEPARTMENT

Miami-Dade Aviation (MDAD) operates under strict security regulations. These regulations involve the issuance of additional identification (ID) cards.

Contractors performing services at MDAD must follow all required security procedures. This will include security checks and access for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and, may include bonding for a Customs I.D.

Commented [EH(4)]: Moved to Scope of Services section

Commented [DTMV(5R4)]: OK.

Commented [EH(6)]: Recommend changing this to "written" requests for documentation/tracking purposes.

Commented [DTMV(7R6)]: MDAD is ok as written

Commented [EH(8)]: Please advise if these security requirements are accurate or if any others apply

Commented [DTMV(9R8)]: Homeland Security /CBP seal can be attained at the vendors cost but not a requirement

Commented [DTMV(10R8)]: Vendor must obtain ID Badges and attend required training as mandated by MDAD Office of Safety and Security.

Commented [EH(11R8)]: Replaced with language used in recent contract for MDAD. Please review language and revise as necessary.

Commented [DTMV(12R8)]: What do you mean by passes? All employees required to have a contractors ID Badge.

For Customs ID, call 305-345-6528 or email miamiairportsecurityoffice@cbp.dhs.gov for information. For MDAD ID, call 305-876-7188 for appointment and to pick-up package. Awarded Bidders are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of Contract.

2.11 COUNTY USER ACCESS PROGRAM (UAP)

The UAP provision included in Section 1, paragraph 1.37 does not apply to this solicitation.

2.12 TRUST AGREEMENT

2.12.1 Incorporation of Trust Agreement by Reference

Notwithstanding any of the terms, provisions and conditions of this Agreement, it is understood and agreed by the parties hereto that, to the extent of any inconsistency with or ambiguity relating to the terms and conditions of this Agreement, and the level of rents, fees or charges required hereunder and their periodic modification or adjustment as may be required by the provisions of the Amended and Restated Trust Agreement dated as of the 15th day of December, 2002 as amended from time to time, by and between among the County and the JP Morgan Chase Bank as Trustee and Wachovia Bank, National Association as Co-trustee ("the Trust Agreement"), which Trust Agreement is incorporated herein by reference, shall prevail and govern in the event of any inconsistency with or ambiguity relating to the terms and conditions of this Agreement, including the rents, fees or charges required herein, and their modification or adjustment, at all times during the term of this Agreement. Copies of the Trust Agreement are available for inspection in the offices of the Department during normal working hours.

2.12.2 Adjustment of Terms and Conditions

If, at any time during the term or any extension thereto, as applicable, of this Agreement, a Federal agency or court of competent jurisdiction shall determine that any of the terms and conditions of this Agreement, including the rentals, fees and charges required to be paid hereunder to the County by the Lessee or by other Lessees under other Agreements of the County for the lease or use of facilities used for similar purposes, are unjustly discriminatory, the County shall have the right to modify such terms and conditions and to increase or otherwise adjust the rentals, fees and charges required to be paid under this Agreement in such a manner as the County shall determine is necessary and reasonable so that the rentals, fees and charges payable by the Lessee and others shall not thereafter be unjustly discriminatory to any user of like facilities and shall not result in any violation of the Trust Agreement or in any deficiency in revenues necessary to comply with the covenants of the Trust Agreement. In the event the County has modified the terms and conditions of this Agreement, including any adjustment of the rentals, fees and charges required to be paid to the County pursuant to this provision, this Agreement shall be amended to incorporate such modification of the terms and conditions including the adjustment of rentals, fees and charges upon the issuance of written notice from the Department to the Lessee.

2.13 FEDERAL AVIATION ADMINISTRATION (FAA) SPECIAL PROVISIONS

A. Compliance with Nondiscrimination Requirements

During the performance of this contract, the Awarded Bidder, for itself, its assignees, and successors in interest (hereinafter referred to as the "Awarded Bidder") agrees as follows:

1. Compliance with Regulations: The Awarded Bidder (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Contract.

2. Non-discrimination: The Awarded Bidder, with regard to the work performed by it during the Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Awarded Bidder will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Awarded Bidder for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Awarded Bidder of the Awarded Bidder's obligations under this Contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Awarded Bidder will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of an Awarded Bidder is in the exclusive possession of another who fails or refuses to furnish the information, the Awarded Bidder will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of an Awarded Bidder's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Awarded Bidder will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contract Provisions Issued on January 29, 2016, Page 19 AIP Grants and Obligated Sponsors Airports (ARP) unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Awarded Bidder will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Awarded Bidder becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Awarded Bidder may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Awarded Bidder may request the United States to enter into the litigation to protect the interests of the United States.

7. During the performance of this Contract, the Awarded Bidder, for itself, its assignees, and successors in interest (hereinafter referred to as the "Awarded Bidder") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123 (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); • Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English.
 - proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);

B. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Awarded Bidder has full responsibility to monitor compliance to the referenced statute or regulation. The Awarded Bidder must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor Wage and Hour Division.

C. All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Awarded Bidder must provide a work

environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Awarded Bidder retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The Awarded Bidder must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor –Occupational Safety and Health Administration.

Commented [VN(13)]: They finally updated Section 1. General T&C. and now Section 1 has this article regarding g2026 world cup soccer

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for Furniture Installation and Related Services including removal, relocation, delivery, installation, repairs and reconfigurations of furniture, airport terminal seating and system furniture for the Miami-Dade Aviation Department on an as needed basis. The awarded bidder will provide supervision and labor services to accomplish the refurbishment, modification, and installation of systems furniture and associated furnishings, inclusive of corrective services, and systematic maintenance.

3.2 SYSTEMS FURNITURE DEFINITION

Systems furniture comprises of an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system usually has a minimum capacity of three 20-amp circuits. The system provides access to electrical power through receptacles located in the panel raceway, located on the bottom, middle or top of the system. The system may include desk height or desk mounted receptacles. All electrical components are UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

The systems furniture referred to encompass the entire system which includes electrical components – raceways, terminal blocks, jumpers, in-feeds, outlets, etc., as well as the panels, connectors, posts, top caps, trim, overhead cabinets, work surfaces, task lights and pedestals to name a few parts of the whole. [There are approximately 4,500 existing workstations located throughout Miami International Airport (MIA) terminals, other buildings and other Miami-Dade County Airports.]

[The existing manufacturers for systems furniture used throughout the County include but is not limited to: Steelcase, Knoll, Haworth, Herman Miller, Kimball, Teknion, Camilo, Ki, Global, and Allsteel.]

3.3 AIRPORT TERMINAL SEATING

[The existing terminal seating used throughout the Miami-Dade Aviation Department is Zenky Classic seating by Zoefitg.]

3.4 STANDARD SERVICE REQUIREMENTS

- a. All work performed shall conform to the appropriate manufacturer's published installation standards. The awarded Bidder shall ensure that the work performed by its employees will not void any manufacturers' existing warranties.
- b. The awarded Bidder shall comply with all rules, regulations and procedures established by the MDAD Maintenance Planning, Engineering and Construction Division regarding elevators, loading docks, protective equipment and the like, to ensure the orderly and safe delivery of materials.
- c. The awarded Bidder's employees shall wear a uniform or other identifiable form of dress and shall maintain a clean appearance while performing service.
- d. The awarded Bidder's foreman and key personnel must carry with them a telephone or other communication device allowing the County project manager to contact and dispatch personnel during the normal workday at the vendor's expense.
- e. The awarded Bidder must be capable of providing a truck (vehicle) that is able to withstand exposure to weather without damage or loss of items being transported. The truck shall be approximately 24 feet in length with a tailgate lift. Use of the truck will be required to move furniture between County facilities in addition to moving furniture between the designated warehouses. The awarded Bidder must have a truck readily available within a 24-hour notice for use by MDAD at any time for at least eight hours a day.

Commented [EH(14)]: Please provide information specific to MDAD

Commented [DTMV(15R14)]: Remove Inscape, American Seating .

Commented [DTMV(16R14)]: Approximately 4,500 workstations located thru out MIA Terminal, Office Buildings and other Airports.

Commented [EH(17)]: Please provide information specific to MDAD

Commented [DTMV(18R17)]: All applies to MDAD

Commented [EH(19)]: Please confirm if this is still accurate.

Commented [DTMV(20R19)]: MDAD Maintenance Planning Engineering and Construction Division

Commented [EH(21R19)]: Response not provided. Please confirm if terminal seating brands are accurate

Commented [DTMV(22R19)]: Currently, terminal seating is Zenky Classic by Zoefitg. No KI or PHC.

f. Awarded Bidder must be able to reconfigure, move, connect, disconnect and address all of the systems furniture and terminal seating power and electrical component requirements of systems furniture and terminal seating and have the proper training, qualifications or certifications from manufacturers to do so.

g. Awarded Bidder must provide their crew with the proper moving equipment for the required task, (i.e. dollies, hand trucks, panel carts, etc.), and must be readily available on site with an adequate number of units.

3.5 SERVICES TO BE PROVIDED

The awarded Bidder shall be required to perform maintenance services, reconfiguration, modifications or adding of furniture, system furniture, terminals seating, furnishings, fixtures and equipment as follows:

A. Pre-Design Review and Analysis

- i. Awarded Bidder shall assist MDAD to establish and maintain a complete furniture, system furniture and terminals seating inventory as required to perform the requested modifications. This may include inventory counts and review of existing as-built drawings, bills of lading, and field surveys.
- ii. Review existing layouts and/or proposed changes.
- iii. Perform data collection of any information required to perform needed services.

B. Planning Services

- i. Awarded Bidder shall be familiar with existing building conditions and installed furniture, terminal seating, system furniture, fixtures and equipment to maximize re-use of existing material and utility locations.
- ii. Assist the County to prepare furniture, system furniture, terminals seating, fixtures and equipment layout plans and coordinate detailed bills of lading identifying existing and/or additional furniture material, required to implement layouts.
- iii. Prepare and submit estimates of labor for reconfiguration when requested.
- iv. Obtain written approval of design layout(s) as directed by the authorized County Project Manager. County project manager's tasks may include: administration of service requests & scheduling of work. County project managers will be overseeing all work, and are responsible for maintaining an actual furniture inventory of the County's furniture warehouse.

C. Receiving and Field Installation Services

- i. When requested, receive and forward bills of material for furniture, system furniture, and terminals seating to the authorized County Project Manager, unload and inventory material stored in the MDAD Interiors Furniture and Flooring Warehouse.
- ii. Maintain furniture warehouse and other furniture storage areas in an orderly fashion. When returning inventory to any storage spaces, furniture & components shall be placed in an organized manner.
- iii. Deliver materials during normal work hours, unless otherwise directed in writing by the County.
- iv. Communicate status of work orders at end of each week to designated County authorities.
- v. Have one foreman and if necessary a minimum of two installers available on a daily basis.
- vi. Disassemble, relocate, install and compute for inventory control existing and/or new material in accordance with approved layouts.

Commented [EH(23)]: Have copies of certifications or proof of training been requested of the incumbent vendor?

Commented [DTMV(24R23)]: MDAD is ok with this language.

Commented [EH(25R23)]: Please confirm if this information has been requested of the incumbent vendor. Requesting unnecessary certifications /qualifications may hinder competition.

Commented [DTMV(26R23)]: Yes.

Commented [EH(27)]: Previous initially covered multiple County departments. Please review this section for applicability to MDAD's needs.

Commented [DTMV(28R27)]: MDAD is ok with this language

Commented [EH(29R27)]: Are there special services or considerations for terminal seating?

Commented [DTMV(30R27)]: Awarded vendor will be responsible for providing inventory counts periodically. As for the preparation of drawings , furniture layouts etc. The current vendor does not have that capability. This is not a requirement since the designer provides the layouts.

Commented [EH(31)]: Another comment that primary services utilized are for furniture removal, delivery etc. Please confirm if planning services are used under the current contract.

Commented [DTMV(32R31)]: Layout plans are not required from installers and are currently not being provided by current vendor

- vii. Return to inventory any material not utilized by the County after reconfiguration (work completion).
- viii. Reconfiguration of carpet tiles as authorized by County.
- ix. Assist County personnel in the movement of equipment, files, boxes and other items as may be required during the reconfiguration of departmental space.
- x. Report damaged material and/or missing parts.
- xi. Provide a weather proof truck (vehicle) approximately 24 feet in length with a tailgate lift. Truck is to be used to transport material between the storage warehouse and the work location(s).
- xii. Move non-systems furniture, fixtures and equipment when required.
- xiii. Move office contents & boxes when required.

D. Clean-Up

- i. All unusable materials and debris shall be removed from the premises at the end of each workday and disposed of in an appropriate manner. Upon final completion, the awarded bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the County's designated project manager.
- ii. The installation services crew shall be responsible for providing a finished installation. All furniture shall be wiped down free of dust, etc. The awarded vendor shall be responsible for providing their installation services crew with the necessary cleaning materials and cleaners in order to turn over a usable product.
- iii. Cleaning fabric/upholstered seating – awarded bidder shall provide their installation crew with an upholstery steamer and vacuum cleaner in order to clean chairs and panels at warehouse when required.

Commented [EH(33)]: Moved from Section 2 and edited language to clarify installation crew is the vendor's installation crew.

Commented [DTMV(34R33)]: Would be the same crew.

3.6 AWARDED BIDDER'S DESCRIPTION OF DUTIES

- A. Installation Foreman:** Duties to include, but not limited to, supervising the installation crew, giving directives to installers of services to be rendered, developing a weekly schedule specifying the associated timeline and manpower for each work request; attending scheduled meetings and overseeing work performed by installers, preparing all paperwork and invoices. Installation Foreman shall possess certifications from various furniture manufacturers.
- B. Installer:** Performs various installation services throughout the County and must have ability to read installation/floor plans. Must be certified to operate a forklift and truck.
- C. Helper:** Duties to include but not limited to aiding installer by providing help during reconfiguration/installation services and must be familiar with furniture products.
- D. Truck Driver/Truck Service:** Truck driver must assist the installation crew when needed.
- E. Mini Van Services:** Mini vans may be required periodically for smaller jobs, to transport material between the storage warehouse and the work location(s).

Commented [VN(35)]: Are service providers = awarded bidder?

SECTION 4

BID SUBMITTAL REQUIRED CRITERIA

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
2.4.1	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing system furniture services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) <i>different</i> references from customers to whom the Bidder has provided or is currently system furniture services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the goods/services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required goods/services.</p> <p>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>

	<p>Reference Company Name No. 3: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 3."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>	
2.4.2	<p>Powered Industrial Lift Truck Operator (Forklift) Certification: Bidder(s) must have at least two employees certified to operate a forklift in order to accept deliveries of furniture at Miami-Dade County facilities. As evidence, bidder(s) are to provide a copy of the name(s) of their employee(s) and their certification from the Occupational Safety and Health Administration (OSHA).</p> <p>Employee No. 1: Name: _____ OSHA Certification is attached: <input type="checkbox"/></p> <p>Employee No. 2: Name: _____ OSHA Certification is attached: <input type="checkbox"/></p>	
2.4.3	<p>Bidder shall assign a competent representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant Contract and provide the County with support and information. The Bidder's representative shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to the resultant Contract. Bidders are required to provide their authorized representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.</p> <p>Name of Bidder's Authorized Representative: _____</p> <p>Title of Bidder's Authorized Representative: _____</p> <p>Phone Number: _____</p> <p>E-mail address: _____</p>	

MARKET RESEARCH

Contract No.: EVN0000565	Recommendation: <input type="checkbox"/> Exercise Option to Renew (OTR) <input type="checkbox"/> Non-Competitive Acquisition <input checked="" type="checkbox"/> Solicit Competition <input type="checkbox"/> Access Contract <input type="checkbox"/> Other
Title: Furniture Installation and Related Services	
Procurement Contracting Officer/Associate: Heylicken Espinoza	

Background:

The Miami-Dade Aviation Department (MDAD) has requested a replacement contract for Furniture Installation and Related Services at an estimated value of \$1,500,000 for a 5-year term. The current contract, FB-00951, was awarded to Office Elite Services, Inc. for a contract amount of \$1,000,000 for a 5-year term which expires on September 30, 2024. The funding source for the replacement contract is Proprietary Revenue Funds.

The last solicitation issued for these services, FB-00951 – System Furniture Services, was advertised on December 31, 2018. Six vendors submitted bids and an award was made to the responsive bidder whose offer represented the lowest price when items were added in the aggregate. This solicitation was not designated as a set-aside by the Small Business Division and no goals were applied.

The replacement contract shall be used by MDAD for the relocation, installation, assembly, relocation, maintenance, repair and configuration of office furniture, system furniture and airport terminal seating and other related tasks to service MDAD's network of airports. The awarded vendor will also assist MDAD's interior warehouse in moving stock, receiving, and relocating furniture systems.

The current scope has been reviewed by MDAD and modified to remove unused services such as planning services and the creation of layout plans which are already provided by County staff. Allocation amounts have also been modified due to increases in labor rates over the past several years and projected increases over the term of the replacement contract.

Research Conducted:

MDAD has not identified any non-performance issues with the current awarded vendor.

A search was conducted utilizing the Local Tax Collector's identified over 60 vendors who may be capable of providing the services requested under this contract (list on file).

Per the Department of Business and Professional Regulation, a license is not required to perform the services requested under this contract. However, staff has requested that the awarded vendor is manufacturer trained to install and maintain the furniture being serviced in order to not void any existing warranties and ensure furniture is not compromised.

A Future Solicitation posting was posted from June 14, 2023, through June 26, 2023. _____ vendors submitted feedback in response to this posting. Additionally, feedback was requested directly from 68 vendors. Nine vendors submitted feedback and 5 indicated that they would be interested in submitting a bid when a solicitation is advertised for these services. The following vendors have expressed interest in bidding on this contract: Bekins of South Florida, GoArmstrong, Office Elite Systems, Orellana AV Moving Corporations and Shield Moving. Except for GoArmstrong (based in Fort Lauderdale), all are local vendors.

Given the amount of potential local bidders, it is recommended to use an ITB as the sourcing method for these services in order to take advantage of the opportunity to contract with local vendors.

As evidenced in the table below, the applicable CPI for this contract (Table 7, All Items, Wage Earners and Clerical Workers in the Miami/Fort Lauderdale Area) has increased by approximately 23.184% since the start of the current contract (October 1, 2019).

	October 2019	April 2023	Change in CPI
CPI	266.51	328.298	+61.788 (23.184%)

Source: <https://beta.bls.gov/dataViewer/view/timeseries/CWURS35BSA0>

MDAD's allocation under the current contract is \$1 million for 5 years. Given the current trend in the relevant CPI and projected labor hours provided by MDAD, the requested increased allocation of \$1.5 million is justified.

Comparable Contracts:

The following comparable contracts were found during market research:

Agency	Contract	Notes
California Department of Transportation	IFB 22A0932 - Modular Systems Furniture Services	Insufficient scope, used primarily for modular systems.
Charlotte Douglas International Airport (North Carolina)	RFP#: AVIA 23-30# On-Call Moving Services	Issued as an RFP, scope is less specific than MDAD's needs. Primarily for moving furniture not installation or maintenance.
City of Chicago (Illinois)	RFQ# 5508 - Terminal Furnishings, Related Accessories, Parts and Service for O'Hare and Midway International Airports	Primarily a furniture purchase contract but also includes repair services. Includes useful language for job conditions, field measurements, care/protection, and qualifications. Allows for annual rate increases based on CPI up to 5%.
City of Houston (Texas)	Bid # S89-L29273 - Furniture Relocation Services for Various Departments	Similar scope. Includes useful language for work orders, labor hours calculation and warranty. Does not specify qualifications. Pricing is requested upfront for all contract years.
City of Phoenix (Arizona)	RFQu-23-0061 - Citywide Office Moving Services.	Includes useful scope language for moving services and furniture damage. Does not specify qualifications.
City of Roseville (California)	RFP01-043 - Systems Furniture Design & Configuration Services	Very general scope and qualifications. Not useful for comparison. Allows for annual price increases based pm CPI or "other relevant market data".
Howard County (Maryland)	IFB No. 2022-63 - Furniture Installation and Reconfiguration Services, Including Systems Furniture	Similar scope and qualifications to current contract. Allows for rate increases based on CPI up to 5%.
Mariscopa County (Arizona)	210136-RFP - Modular Furniture Inventory Management System, Storage, and Other Services	Similar qualifications to current contract, requires certifications and experience. Allows for price adjustments based on CPI or by conducting a market survey.
Las Vegas Valley Water District (Nevada)	Bid No. 010290.0 - Installation and Maintenance of Systems furniture	Similar qualifications to current contract, requires certifications and experience. Allows for price adjustments based on Employment Cost Index.
Oregon County (Missouri)	2023.041-ITB - Modular Furniture Installation	Includes useful language for calculation of billable labor time and work order issuance. Contains stricter licensing requirements due to state requirements.
Orlando Aviation (Florida)	IFB 93192-21 - Furniture Installation Services at the South Terminal Complex (STC)	Qualifications request experience but are not specific. Similar scope but not detailed.

Palm Beach County (Florida)	RPQ #20-044/KP - Request for Prequalification of Vendors for Moving Services, Term Contract	Similar scope but does not include modular (system) furniture. This is a pool that uses spot market pricing. Does not include detailed qualifications just references and a statement from the vendor stating they are qualified.
Prince William County (Virginia)	IFB 700116-23 - System Furniture Installations	Includes useful language regarding testing of system furniture after installation. Price increases are negotiated at renewal and shall not exceed CPI. Requires certificate to operate machinery, similar to current County agreement.
Rockland County (New York)	RFB-RC-2020-062 - Furniture-Systems Furniture-% Discount Pricing to Furnish, Deliver & Install	Primarily a furniture purchases contract. Requires manufacturer certification for installation of furniture.

Although some of the comparable contracts are similar in scope, it is not recommended to access these in order to solicit a contract that is specific to MDAD's needs and to take advantage of the opportunity to solicit local vendor competition. However, as noted above there are several contracts which contain useful language that can be added to the County's solicitation to improve the scope of services description.

The funding source for this contract does not allow for the User Access Program (UAP) to apply when accessing.

Recommendation:

It is recommended to solicit competition through an ITB solicitation to address MDAD's specific needs and take advantage of an opportunity for local competition. The contract term should be for a period of 5 years and should include annual labor rate increases based on CPI up to 5%. Award shall be made to the bidder who provides the lowest pricing in the aggregate based on estimated annual usage.

Procurement Contracting Officer: Heylicken Espinoza

Date: 6/21/23