

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. FB-00597
 Re-Bid Other – _____ LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: EVN0000572 TERM OF CONTRACT 6 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Window Tinting Services

Description: The purpose of this solicitation is to establish a contract for the purchase of window tinting services for Miami-Dade County.

Issuing Department: SPD Contact Person: Darryl Clodfelter Phone: 786-797-8725
Estimate Cost/Value: \$340,700 Funding Source: GENERAL 175,000 FEDERAL _____ OTHER 165,700

ANALYSIS

<u>Commodity Codes:</u> <u>96285</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): <input type="checkbox"/> YES <input type="checkbox"/> 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



MIAMI-DADE COUNTY, FLORIDA

**INVITATION TO BID
(ITB)**

EVN0000572

Window Tinting Services

Commented [BD(1)]: What's your event # and title?

Solicitation Contact: Darryl Clodfelter
Procurement Contracting Officer
Strategic Procurement Department
Darryl.Clodfelter@miamidade.gov

Solicitation Contact: Vanessa Stroman
Procurement Contracting Manager
Strategic Procurement Department
Vanessa.Stroman@miamidade.gov

GENERAL TERMS AND CONDITIONS:

All Miami-Dade County's general terms and conditions applicable to procurement contracts are posted online. Bidders that receive an award from Miami-Dade County through the competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable and include important instructions and requirements that affect all Bids. By submitting a Bid for a Miami-Dade County solicitation, a Bidder attests to its understanding of these general terms and conditions.

All applicable terms and conditions pertaining to this Solicitation and resultant Contract may be viewed online at the Strategic Procurement Department's webpage by clicking on the below link:

<https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r22-3.pdf>

NOTICE TO ALL BIDDERS:

Bids are to be submitted electronically through a secure mailbox via the Integrated Financial Resources Management System (INFORMS) (<https://supplier.miamidade.gov>) until the date and time indicated in the INFORMS Solicitation End Date published in INFORMS and in this Solicitation document. It is the sole responsibility of the Bidder to ensure that its Bid is in INFORMS before the Solicitation deadline. There is no cost to the Bidder to submit a Bid for a Miami-Dade County Solicitation via INFORMS. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning this Solicitation, use the question/answer feature provided within the Solicitation by INFORMS at <https://supplier.miamidade.gov>. Questions of a material nature must be received prior to the date and time of the INFORMS Solicitation Question & Answer End Date specified in the Solicitation. Material changes, if any, to the Solicitation will be made only by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).

Bidders must allow sufficient time to complete online forms and upload all Bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into INFORMS before the date and time of the INFORMS Solicitation End Date, or the system will **stop** the process and the submission will be considered late and will not be accepted.

No part of a Bid can be submitted via hardcopy, email, or fax.

SECTION 2
ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of window tinting services for Miami-Dade County.

Commented [BD(2)]: Standardize your font throughout the entire document

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 issued by the Strategic Procurement Department. The contract shall remain in effect for six (6) years. The Contract shall expire on the last day of the 72nd month.

Commented [BD(3)]: Is this standard language?

Commented [BD(4R3)]: Also don't forget to justify/alignment

2.3 METHOD OF AWARD

GROUP 1: Window Tinting for Various County Department's

GROUP 2: Window Tinting for Miami-Dade Police & Corrections and Rehabilitation Department's

GROUP 3: Mobile Window Tinting for Various County Department's

Award of this contract will be made to the lowest priced responsive, responsible bidder by group in the aggregate who meets the qualification listed below. In order to be considered for award, bidders must submit an offer for all items listed within the group. Items that will be provided to the County at no cost must show a zero (0) in the price line. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

Commented [BD(5)]: This is in section 1, you may want to delete here.

2.4 QUALIFICATION CRITERIA

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

2.4.1 REFERENCES

The Bidder or Bidder's Subcontractor shall be regularly engaged in Window Tinting Services. 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 window tinting services as described

Commented [BD(6)]: Add your services here

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 has successfully provided the goods/services (Section 4: Bid Submittal – Required Criteria). 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 services.

2.4.2 LICENSE

Bidder or Bidder's approved Subcontractor shall have and maintain at all times, a Motor Vehicle Repair License, issued by the Miami-Dade Regulatory and Economic Resources Department, Environmental Resources Management Division. Proof of current permit shall be included with the Bidder's submittal.

2.4.3 Additional Qualification Criteria for Group 1 and Group 2

The successful bidder(s) must have at least one facility located within Miami-Dade County; bidder(s) shall submit a copy of their local tax receipt which shows the bidders service facility.

2.4.4 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.

2.5 Clean Up (Only for Group 3)

All 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 work areas utilized during service which will be mutually agreed upon with the County Project Manager.

2.5.1 Identification / Uniforms (Only for Group 3)

All personnel performing services under this contract must carry valid government issued photo identification such as a driver's license. All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the awarded Bidder's company name/logo.

2.6 PRICE(S)

The initial contract price(s) resultant from this solicitation shall remain **fixed and firm** for no less than 12 months from the commencement date. It is the awarded bidder's responsibility to request any price adjustment. The bidder's request for adjustment must be submitted to the County's Strategic Procurement Department for review prior to expiration of the then current contract year. If no adjustment request is received from the awarded bidder, the County will

assume that the bidder has agreed to maintain the same pricing. The County may consider an adjustment to price based on the Consumer Price Index (CPI) percentage change as calculated by the US Department of Commerce for **All Urban Consumers, All Items, Miami – Ft. Lauderdale Area**.

The County reserves the right to reject any price adjustments submitted by the awarded Bidder or to negotiate lower pricing during the contract period based on market conditions or other factors that influence price. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index. In addition, during the contract term Bidder's may offer the County discounts.

2.8 ALTERNATE PRODUCTS AND APPROVED EQUAL

Approved Equal shall refer to products having the same, or higher quality, standards of performance, design, and requisites (no variances) as required for the requested product specified in the solicitation. The County shall be the ultimate judge for the approval and acceptance of any product being recommended as equal, and its decision in this regard shall be final.

The manufacturer's name, brand name and/or model number information contained in this contract are being used for the sole purpose of establishing baseline levels of quality, performance, and design. It is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated in the Contract. This Contract requires submission of the following documentation to enable the County's evaluation and approval of equal products:

1. Product Information Sheets: Awarded Bidder shall submit (1) complete set of product information sheets, including but not limited to; factory specifications, standard manufacturer information sheets, catalogues, and brochures for each item offered, if proposing an "equal" product.

The Awarded Bidder shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically proposing for use, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in the Contract. In such cases, any request for a substitution without the letter, explaining compliance will result in the rejection of the request for not meeting the Contract specifications.

2. Samples: Upon the request of the County, a sample of all "or equal" items proposed for substitution shall be submitted by the Awarded Bidder for evaluation by the County, such items shall be provided at no cost to the County. Failure to meet this requirement may result in your request being rejected.
3. Labels: For "equal" products to be evaluated based on submission of product labels, the request for a substitution should be accompanied with labels indicating the specification for each "or equal" item proposed. Failure to meet this requirement may result in your request being rejected.

If the lowest Bidder offered an alternate product that was subsequently deemed not to be an approved equal, the Bidder's offer for that Group may be deemed non-responsive, and the County shall proceed to the second lowest bidder, who offered the specified product, or an alternate product which was approved as an equal product by the County. The County shall be the ultimate judge for

Commented [BD(7)]: This needs to be re-worded. We can't use this old language anymore, Namita doesn't want to see 90 days anymore.

Commented [TJ(8)]: Substitution terminology is usually used when an item is no longer available and they want to substitute the product after award. Alternates are typically offered at the time of bid submittal. Is this section really regarding alternates?

Commented [BD(9R8)]: Yes, suggested edit has been accepted.

Commented [UN(10)]: When will this happen?

Commented [BD(11R10)]: The bidder can only offer a substitute on a couple of items on the price sheet. If a sub is offered, it will be evaluated during the evaluation period to determine if the end users deem it as an "approved equal".

Commented [UN(12)]: What happens if the product is not deemed equal?

Commented [BD(13R12)]: It would depend on a few variables. Was the vendor the lowest bidder? If not, proceed with the lowest bidder. If they are the lowest, but offered a substitute that was not deemed an "approved equal", we'd reject the item and proceed to the second lowest bidder, who offered the actual product and not a sub. Language added to the end of this section to clarify.

the approval and acceptance of any product being recommended as equal, and its decision in this regard shall be final.

Commented [TJ(14)]: I don't understand how this works when you are awarding the group to the lowest three vendors, not on an item by item basis.

Commented [BD(15R14)]: Language corrected.

Commented [BD(16)]: This is standard on the cover page, you don't need it here

2.9 WORK ACCEPTANCE

Each job will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.10 ADDITIONAL SERVICES/GROUPS

While the County has listed the window tinting services within this solicitation which are utilized by County departments in conjunction with their operations, there may be additional services that must be purchased by the County during the term of this contract. When required by the pricing structure of the contract, the awarded bidder under this contract shall be invited to submit a price quote for these additional services. The County reserves the right to add additional groups (with applicable qualification criteria) to the contract, which are not listed within this solicitation. The Internal Services Department, Procurement Management Division will solicit the industry and award said group on a competitive basis. It is hereby agreed and understood that although this solicitation identifies specific groups, equipment, and services, additional groups, equipment, and/or services may be added to this contract at the County's option.

Commented [BD(17)]: Combine & re-number

2.11 INDEMNIFICATION AND INSURANCE

The following clause will replace Section 1.22(A)(2) of the General Terms and Conditions for **Group 1** and **Group 2**:

2. Commercial General Liability Insurance including Garage Keepers Legal Liability in amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami- Dade County must be shown as an additional insured with respect to this coverage.**

SECTION 3 – TECHNICAL SPECIFICATIONS

Commented [BD(18)]: Move this down

3.1 SCOPE

The purpose of this solicitation is to establish a contract for the purchase of window tinting services for Miami- Dade County on an as-needed basis. The awarded Bidder(s) must be able available to the County five (5) days per week, Monday through Friday from 8:00 am to 5:00 PM.

3.2 SERVICES

Remove existing film (if necessary); clean existing glazing thoroughly before installation of new film. Installation shall be completed in accordance with manufacturer's written recommendation. Film shall be on interior side glazing. Installation shall be free of bubbles, lapping of seams, and shall be neatly trimmed at all mullions and glazing stops.

3.3 MATERIALS

The bidder shall furnish the following tint materials or approved equal. As per the Ultraviolet (UV) specification, all tints must provide a protective barrier of 99%.

<u>Brand</u> (or approved equal)	<u>Description</u>	<u>% of Visible Light</u>
1. Suntek	Standard	20-35%
2. Suntek	High Performance	35-20-15%
3. Suntek	High Performance Strip	35-20-15%
4. Suntek	High Performance	5%
5. Suntek	High Performance Strip	5%

3.4 NOTIFICATION PRIOR TO COMMENCEMENT OF WORK

The awarded Bidder(s) is required to respond to all order requests within twenty-four (24) hours in order to schedule for services.

The County will give a minimum lead time of five (5) business days to the successful bidder(s) prior to the desired starting date, unless otherwise agreed by the bidder and the County Department.

3.5 Background Check (Group 2 Only)

All personnel that will be providing services under this group will be required to sign an authorization for the County to access criminal background information. The County will review state and national fingerprint based criminal historic information on the bidder and its employees. The County reserves the right to prohibit any bidder's employee(s) from providing service to vehicles at its discretion. The background check will be provided at the expense of the County.

3.6 Authorization Form (Group 2 Only)

Authorization for window tinting will be given by fleet management personnel only and/or a designated point of contact. An authorization form will be utilized. by the requesting department to approve the initiation of services, please see sample below.

DRAFT

AUTHORIZATION FOR WINDOW TINTING

Company Name:
Company Address:
MIAMI, FL 331xx
Company Phone
Number:

The Miami-Dade Police Department has authorized the installation of legal window tinting on the following vehicle or vehicles.

Vehicle
Number: _____

Vehicle
Description: _____

Comments: _____

_____ (\$ _____)

Approved By: _____
Signature of MDPD Fleet Management personnel only
(BLUE INK ONLY)

SECTION 4
BID SUBMITTAL REQUIRED CRITERIA

Commented [BD(19)]: This needs to match your criteria in section 2. and, this needs to be edited to match your scope.

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
2.41	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing Window Tinting Services. To be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) different references from customers to whom the Bidder has provided or is currently providing Window Tinting 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:</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>	
<p>2.4.2</p>	<p>Bidder or Bidder's approved Subcontractor shall have and maintain at all times, a Motor Vehicle Repair License, issued by the Miami-Dade Regulatory and Economic Resources Department, Environmental Resources Management Division. Proof of current permit shall be included with the Bidder's submittal.</p> <p>License Number: _____</p> <p>Expiration Date: _____</p>	<p><input type="checkbox"/></p>
<p>2.4.3</p>	<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>	